

**REQUEST LETTER TO THE COMMANDER FOR FUND-RAISING**

"UNIT"  
FAMILY READINESS GROUP  
Address  
City, State, Zip Code

DATE

Commander  
Unit  
Address  
City, State, Zip

Dear CPT Ivan Helpful,

Your FRG requests your approval to hold a fund-raising activity. We are planning a  
“\_\_\_\_\_” to be held in the unit facility.

The event will be held in the company classroom and we will clean the unit facility after  
this event.

The funds raised will be used to pay for our \_\_\_\_\_.

We have discussed this matter with our unit Liaison and he/she has agreed to be present  
at the unit facility.

This activity will strengthen our unit Family Program.

Request your approval by endorsement.

Sincerely,

Ima A. Volunteer  
Chairperson  
Family Readiness Group