

MEMORANDUM FOR 633 MSG/CC

Date XXXX

FROM: (NAME OF ORGANIZATION - All Caps)

SUBJECT: Request for Insurance Waiver

1. (Name of Organization) requests an insurance waiver be granted in order to remain as a private organization in accordance with AFI 34-223 *Private Organizations Program*.
2. We do not anticipate conducting any fundraisers or functions that will require liability insurance. We do not own or operate any equipment as part of this private organization which would increase risks of liability.
3. Please feel free to contact me at (personal contact information) for additional information.

PRESIDENT

1st Ind, 633 MSG/CC

MEMORANDUM FOR (NAME OF ORGANIZATION {All Caps})

Approve/Disapprove.

ERIN C. CLUFF, Colonel, USAF  
Commander, 633d Mission Support Group

*THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE  
OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.*