MEMORANDUM

From: President, (insert PO name here)

To: Commanding General, Marine Corps Installations Pacific

Subj: Request for DISSOLUTION OF (insert PO name here)

Ref: (a) MCIPACO 5760.1

1. Subject activity no longer wishes to have authority to operate as a private organization on Marine Corps Installations Pacific. At a general membership meeting held on (insert date) members voted to dissolve effective (insert date).

2. *State in this paragraph how all outstanding liabilities, if any, have been satisfied prior to dissolution. If any assets remain, clearly indicate how they will be disposed.*

3. Our organizational bank account at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be closed effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. *Identify in this paragraph a person, including duty and home telephone numbers, with whom we may maintain contact should any further questions arise concerning your private organization or your request for dissolution.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Organization President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

Date