

Please use your squadron's letterhead

XX Month Year

MEMORANDUM FOR 8 FSS/FSW

FROM: *XX Sq (Squadron symbol that is transferring funds)*

SUBJECT: Transferring of UNITE Funds

1. We agree to the following amount of **\$00** UNITE APF funds and **\$00** UNITE NAF funds, be transferred from *XX Sq* to *YY Sq*.

X

X

SIGNATURE BLOCK (*Squadron that is **transferring funds***) SIGNATURE BLOCK (*Squadron that is **receiving funds***)