

**SAMPLE IX - LATE SUBMISSION WAIVER
FOR FUNDRAISER REQUEST**

Private Organization Letterhead

Date

MEMORANDUM FOR Commander, U.S. Army Garrison Stuttgart, Attn: D, FMWR,
Private Organizations Coordinator, Unit 30401, APO AE 09107-0401

SUBJECT: Request for Waiver – Late Fundraiser Request Submission

1. **(Name of PO)** requests the USAG Stuttgart Garrison Commander’s approval to submit a Fundraiser Request which is less than the 30 days required in USAG Stuttgart Command Policy letter # 32, Private Organizations.
2. The Fundraiser Event is _____ days from today.
3. This is the _____ (1st, 2nd, 3rd) request for a Waiver due to Late Submission.
4. The reason this request is late is:
5. POC for the **(Name of PO)** is: **(Name)**, (Telephone #).

Garrison Commander Decision:

_____ Approve late request _____
(Signature) (Date)

_____ Disapprove late request _____
(Signature) (Date)