

Date

From: President, (Name of Private Organization)
To: Commanding Officer, Marine Corps Air Station Iwakuni, Japan
Via: Director, Marine Corps Community Services, Marine Corps Air Station
Iwakuni, Japan

Subj: REVIEW OF CONSTITUTION AND BYLAWS

Ref: (a) MCIPACO 5760.1

Encl: (1) Constitution
(2) Bylaws

1. The (name of private organization here) has reviewed our organization's constitution and bylaws with the following results:

There are no changes.

The following changes have been made to the constitution, which is forwarded for review and approval in enclosure (1).

- List changes in bullet format
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The following changes have been made to the bylaws, which are forwarded for review and approval in enclosure (2).

- List changes in bullet format
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2. Point of contact regarding this matter is (full name and personal email address).

J. C. DOE