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

2. Point of contact regarding this matter is (full name and personal email address).

   J. C. DOE