

Below is sample letter – FOR WAIVER OF PARK FEE request. Request must go through your Commander and then sent or brought out to FamCamp. If you wish to send this letter, you may send it to: <theresa.anderson.1@us.af.mil>. You may only waiver park fee ONCE annually, please verify eligibility with FamCamp manager at (318) 456-2679.

Squadron Letterhead

**Your Commander's
Title, organization
Address**

Date:

SUBJECT: Use of Picnic Area at **Cullen Park or Clear Lake Park**

I respectfully request waiver of park fee due to Command Function. Your approval would be very much appreciated. If you have questions, I can be reached at: work phone _____ or home/cell phone _____.

Sincerely,

**Commander's Signature Block or
Sponsor's signature**