**Sample Notification Memo**

UNIT CODE DATE

MEMORANDUM FOR FORT HOOAH BOSS GENERAL COUNCIL

SUBJECT: Better Opportunities for Single Soldiers (BOSS) Executive General Council Meeting

1. There will be a BOSS General Council meeting on **DATE**, at **TIME** at the **LOCATION**. If you are a BOSS Representative you are strongly encouraged to attend.

2. If you are unable to attend please notify the BOSS Executive Team as soon as possible.

3. Attached for your review is a copy of the agenda.

4. The point of contact for this memorandum is the **LOCAL GARRISON** BOSS President, SPC John Smith, at 123-867-5309 or by email at john.a.smith.mil@mail.mil.

JOHN A. SMITH

SPC, USA

Fort Hooah BOSS President