

CFAYINST 5760.5H
6 Oct 2025

SAMPLE REQUEST FOR RECOGNITION

From: (Elected head of organization)
To: Commander, Fleet Activities Yokosuka
Via: Office of the Staff Judge Advocate, Fleet Activities Yokosuka

Subj: NON-FEDERAL ENTITY REQUEST FOR RECOGNITION

Ref: (a) CFAYINST 5760.5H

Encl: (1) By-laws
(2) List of Officers
(3) Liability Clause

1. Per reference (a), enclosures (1) through (3) are submitted for approval and recognition of
(INSERT NAME OF NON-FEDERAL ENTITY).

(Type Name and Signature)
Address
Telephone Number