*DRAFT-Memo to request unfunded project processing*

*Date*

To: Shaoyu L. Lee

Captain, Hawaii National Guard

Chief Engineering Officer

From: *Division/Office*

Subject: Unfunded Project: *Project Title*

The above project is deemed a priority although funds are not available at this time. We request the attached CRF to be processed as an unfunded request so that when funds become available the project can be executed on short notice.

Authorized by:

*Division Head Signature*

Enc.