[ Private Organization Name ]

[ Name of President]

[ Address ]

[ Date ]

502 FSS/FSR

JBSA Private Organization Coordinator

1820 Nellis Street

JBSA-Lackland, TX 78236-9854

Dear Coordinator:

I am the [ Name of President ] of the [ Name of Private Org ], a private organization approved to operate on Joint Base San Antonio.

As required by Air Force Instruction 34-223, *Private Organizations Program*, the *Air Force Services Private Organizations Guide*, and the *JBSA Private Organization Handbook*, we are providing the following documents for your [\_] annual review *or* [\_] biennial "two year" review:

- Balance sheet for the end of our PO's fiscal year

- Income and expense statement for our PO's fiscal year

- List of current elected officers

- Copy of treasurer acceptance statement

- Report of financial audit: *See AFI 34-223, Private Organizations Program, 13 December 2018 for detailed requirements.*

- *An Insurance Document, pick one:* Current liability insurance certificate *or* approved waiver of insurance requirement.

- *If applicable:* Tax exempt approval from the IRS

- Constitution and by-laws: *reviewed by 502 FSG/JA within the past two years, or after a change in the PO's purpose, functions or membership eligibility.*

The above documents were emailed to [502FSS.FSRR.PrivateOrgs@us.af.mil](mailto:502FSS.FSRR.PrivateOrgs@us.af.mil) and we stand ready to assist in the review, and I may be contacted at [ email, phone number, or other contact information ] if additional documents or explanation are required.

Sincerely,

[ PO President Name ]