[ 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 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 ]