

Example Installation Commander Disapproval Letter

Dear [Requestor],

Thank you for your [date of request letter] letter requesting that [name of requesting organization] be granted access to [name of installation] for the purpose of providing support and services to the military members and families of the installation community.

{Option 1: Need additional information}

In order for us to fully review your request and reach a decision, we need you to provide additional information about your organization. Please submit (1) a copy of your organization's most recent IRS exemption determination letter and Form 990, and (2) a copy of current organizational documents that describe the nature, function, objectives and membership eligibility of your organization (e.g., articles of incorporation, constitution, bylaws, charters, articles of incorporation or other authorization documents).

{Option 2: Support/services are not needed on the installation}

I greatly appreciate your generous offer of support and/or services. However, based on the information you provided, I have determined that these services and support are not currently needed on this installation. Therefore, I regret to inform you that I am disapproving your request. If your services/support are needed in the future, I will reconsider your request.

{Option 3: Organization is good, services are needed, but requested event date cannot be supported}

I greatly appreciate your generous offer of support and/or services. Although I would like to approve your request, we are unable to accommodate the date(s) you requested for your event. I hope we can work together to identify an alternate date for your event that will work for both of our organizations.

{Option 4: Organization is not compatible with DOD mission objectives}

I regret to inform you that I have disapproved your request. Based on the information you provided, I have determined that your organization's purpose, nature, objectives and/or membership eligibility are not compatible with mission requirements and could discredit this installation. It is not in the best interest of the Department of Defense to facilitate your proposed event or the delivery of the support and/or services you propose to offer the military community on this installation.

My point of contact for this action is [name]. Please contact him/her directly at [phone number] or via email at [email address] if you have any questions or need further assistance. Thank very much for your request and for your support of our military members and their families.

[Installation Commander]