

Example Installation Commander Approval 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.

I am pleased to inform you that based on the information you provided I have approved your request. Please note that this approval is granted for the specific event(s) and date(s) that you indicated in your request letter. Further approval will be required for any additional events on the installation that you wish to sponsor.

We will retain the information you provided about your organization until [date — no later than one year from when originally provided]. Requests from your organization after that date must be accompanied by updated documents.

My point of contact for this action is [name]. Please contact him/her directly at [phone number] or via email at [email address] to coordinate the details of your event.

Thank very much for your request and for your support of our military members and their families.

[Installation Commander]