**Private organization off-base solicitation letter:**

We are the \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* booster club. In order to support our organization, we are requesting that your off-base business consider making a charitable donation of \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* for our event on \*\*\*\*\*\*\*\*\*\*\*\*. We are a private organization so although we cannot publicly recognize or advertise the donor of any gift secured through this effort, we can and will recognize donors through notices in our program pamphlet that will be distributed at the event.

JB MDL does not officially endorse any events like ours, which are wholly unofficial activities and organizations, not part of JB MDL or any official part of the Air Force.

Sincerely,

Booster Club Officer title (President, events chairman, etc)