

SAMPLE

Start-Up Letter

(Post Letterhead)

Insert Date

Department ALR Chairman
Department Headquarters
P O Box 547859
Orlando, FL 32854-7859

Dear Department Chairman,

At a regular meeting of the general membership of the post, held on *(insert date of meeting)*, a motion was approved to allow the formation of a chapter of The American Legion Riders. The chapter, hereinafter to be called Chapter *(Post number)*, will hold regular meetings at the Post home and will be under the general governance of the Post and the Department of Florida.

This letter is to serve as official notice that Post *(number)* approves and sponsors the formation of this chapter at our post and that all post requirements have been met.

Sincerely,

(name), Commander
Post *(number)*

Cc: File, Post Officers