Date

Department ALR Chairman

Department Headquarters

Post Office Box 547859

Orlando, FL 32854

Dear Department Chair,

At a regular meeting of the general membership of the Post, held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a motion was approved to allow the formation of a chapter of the American Legion Riders. The chapter, hereinafter to be called Chapter \_\_\_\_\_ , holds regular meetings at the Post home and is under the general governance of the Post and the Department of Florida.

This letter is to serve as an official notice that American Legion Post \_\_\_\_\_\_\_\_ approves and sponsors the formation of this chapter and that all Post requirements have been met.

As I was not the Commander at the time of their acceptance, I can verify that Chapter \_\_\_\_\_\_\_ has been very instrumental in supporting programs of The American Legion and our community.

Sincerely,

(name), Commander

Post (number)

CC: File

Post Officers

ALR Officers