

(POST LETTERHEAD)

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