

Brigade or Battalion or Company Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR: Fort Sill Sports Office, ATTN: Terry Hall, Supervisory Sports Specialist, 4744  
Mow-Way Road, Fort Sill, Oklahoma 73503  
SUBJECT: Letter of Intent to Participate (List Specific Sport)

1. The purpose of this memorandum is to inform the Fort Sill Sports Office that (Specific Unit or Battalion) wishes to participate in the (list the specific sport) competition.

(Please provide AAA-162 Unit Personnel Accountability Report to the Sports Office with the LOI)

2. The point of contact for the team is:

Primary: Rank, Last Name, First Name                      Phone Number                      Email

Alternate: Rank, Last Name, First Name                      Phone Number                      Email

SIGNATURE BLOCK (Company CMDR, or 1SG)