

## SAMPLE SPONSOR' S LETTER

(Letter should be informal and the administrative office should provide a postage-paid envelope)

Dear

Hi, I'm Petty Officer and I'm delighted to be your sponsor here at I will do my best to make your transition to the \_\_\_\_\_ area a pleasant one. I am sure you are excited about your upcoming move and must have many questions and concerns about the command and the area, especially if this is your first command. Being quite familiar with this area, I would be more than happy to answer specific questions or just explain other items of concern to you. If I don't know the answer, I'll find out and get back to you.

The base is actually located in \_\_\_\_\_, a small city about minutes from the airport. I'll be there to pick you and your family up, so as soon as you can, please send me your flight information.

To help us assess your needs and verify that you have received this letter, please contact the Command Sponsor Coordinator or me promptly. Fill out the enclosed Prospective Gain Questionnaire and return in the envelope provided. Here is my contact information:

Mailing	address:	E-mail:	Work telephone	number
Comm/DSN:	Fax:	Home telephone number:		

I may be contacted at home between (0000) and (0000) (use 24- hour clock, time zone information, and explain the difference

+/- their local time).

Sincerely,