

Letter Forwarding Instructions

Please note that the only information we have is current names and addresses of members. Follow these instructions and we will process your request as quickly as possible.

1. Your American Legion Membership Number, if you are a member.
2. No more than five envelopes, per member, per calendar year may be submitted for a free search. Additional envelopes can be sent for a fee of \$2.00 each for both members and nonmembers. Checks must accompany the order and be made out to: The American Legion.
3. Please send blank **stamped, unsealed** envelopes, each containing a copy of a letter written by you, possibly explaining the reason for your search. **Do not put your address on any of the unsealed envelopes that you send to us.** We will forward your letters to the individual(s) matching the name you provided.
4. Full name of the individual you are trying to locate. (Common names, such as John R. Smith, may appear many times on our list of 2.4 million members. The more common the name, the more envelopes you will need.)
5. Additional information such as dates of service or state of residence is often useful.

YOUR AMERICAN LEGION MEMBERSHIP NUMBER _____

If membership cannot be established you will be charged the **nonmember** rate.

For members: No more than five envelopes, per member, per calendar year may be submitted for a free search.

For nonmembers: There is a minimum fee of \$10.00 for this service for up to five envelopes.

- Additional envelopes can be sent for a fee of \$2.00 each for both members and nonmembers.
- Checks must accompany the order and be made out to: The American Legion.

For common names, you may wish to send more than five envelopes if you believe there will be more than five members whose name match your request.

YOUR NAME _____

SIGNATURE _____

STREET _____

CITY, STATE, ZIP _____

NAME (and any variation) TO BE SEARCHED: _____

ADDITIONAL INFORMATION (State, War Era, etc.) _____

(Please include a separate form for each name to be searched)

Send completed form with letters, envelopes, and payment to:

The American Legion

Attn: Library

P. O. Box 1055

Indianapolis, IN 46206