

Sample Letter for Post Development/ Revitalization Request

(date)

The American Legion Department of (state)
Address
City, State, Zip

Mr. Daniel Wheeler
National Adjutant
The American Legion National Headquarters
P. O. Box 1055
Indianapolis, IN 46206

Dear Dan:

The Department of (state) hasn't had a National Staff Member in to promote the Post Development or Revitalization Program, as well as promoting Operation Outreach since (date).

With your permission, we would like to request (name), Assistant Director, Internal Affairs & Membership, to assist in our latest efforts. We have an opportunity to revitalize the post in (town), as well as _____.
We would also like him/her to assist with the revitalization of Post # (number) in (town), as well as one more, to be determined.

(Name)'s assistance would be needed in (month), and his/her travel dates would be (date), and returning to Indianapolis on (date)

As part of the cost-sharing initiative and partnership with the Post Development and Revitalization Program, the Department of (name) will offset the cost of this trip by compensating for (airline/rental car/housing) expenses.

We sincerely hope you will authorize (name)'s visit to (department).

With warm personal regards.

Sincerely,

(NAME)
Department Adjutant

Cc: (NAME), Department Commander
(NAME), Department NEC