

[Company]
[Street Address, City, ST ZIP Code]
Tel [Telephone] Fax [Fax]
[Email]
[Website]

[CLICK HERE TO SELECT A DATE](#)

[Recipient Name]
[Recipient Street Address, City, ST ZIP Code]

Dear [Recipient],

I am writing to request that American Legion Post **XXX** be granted access to **Installation** at **Time Month Day, Year**, for the purpose of **Specific Event Information**.

This event will provide servicemembers and their families with much-needed assistance by **explain how the event benefits troops and families**.

We request that **Installation** provide **explain what you'd like the installation to provide based on what's needed for your event as well as what is permissible**.

I have attached a copy of a Memorandum of Understanding as well as copies of our organization's IRS exemption determination letter, Form 990 and **add other documents you've attached that are needed, such as organizational documents and, when necessary, background checks**.

Thank you for your consideration in the approval of our request. We look forward to providing our support and services to the Service members and families at **Installation**.

Very respectfully,

[YOUR TITLE]