



Instructions for new Chapter sponsorship letter

Here are directions for using this example form to create a letter ready for signature. You may want to just use the example to get an idea of what the letter should look like and what it should say. If so feel free to write you own unique letter.

To create a letter ready to print just fill in the following information.

1. Press the Form Reset button:
2. You're Post Number:
3. The address of your post in this format:
(Street City, CA) Example: 123 Main St. Your-town, CA.
4. The Date you created the letter for signature.
5. The Date of the Post meeting at which you're Post voted to allow formation of a chapter.
6. You're Post Commander's Name
7. You're Post Commander's Phone Number.
8. You're Post Commander's E-mail Address.

Scroll Down to see and check your letter.

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American Legion Post

American Legion Riders
State President
Poncho Villa
P.O. Box 1509
Jackson, CA 95642

Dear President

At a regular meeting of the general membership of the post, held on _____, a motion was made and approved to allow the formation of a chapter of the American Legion Riders. The chapter, hereinafter to be referred to as American Legion Riders Chapter _____, will hold regular meetings at Post _____ and will be under the general governance of Post _____, Department of California and the National American Legion.

This letter is to serve as official notice that Post _____ approves and sponsors the formation of this chapter at our post and that all post requirements have been met.

Sincerely,

Commander Post