

Brigade or Battalion or Company Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM FOR: USAG Humphreys Sports Office, Collier Community Fitness Center,
Building S-1949, Room 103

SUBJECT: Letter of Intent to Participate (List Specific Sport)

1. The purpose of this memorandum is to inform the Humphreys Sports Office that (Specific Unit or Battalion) wishes to participate in the (list the specific sport) competition.

2. The point of contact for the team is:

| | | |
|--------------------------------------|--------------|-------|
| Primary: Rank, Last Name, First Name | Phone Number | Email |
|--------------------------------------|--------------|-------|

| | | |
|--|--------------|-------|
| Alternate: Rank, Last Name, First Name | Phone Number | Email |
|--|--------------|-------|

3. Unit/Company Military Exercise Date(s):
(If no dates are provided the unit/company CAN NOT postpone or reschedule games.)

SIGNATURE BLOCK (Company CMDR, or 1SG)

Return completed Letter of Intent to: usarmy.humphreys.imcom.mbx.fmwr-sfa@mail.mil