

SAMPLE SPONSOR'S LETTER FORMAT
(Letter should be informal and can be sent as
official mail through the Administrative Office)

Date _____

Dear _____,

Hi, I am _____ and I'm delighted to be your sponsor here at Naval Medical Research Unit San Antonio (NAMRU-SA). I will do my best to make your transition to the San Antonio area a pleasant one. If you aren't familiar with the area, I am more than happy to answer any specific questions or concerns you may have. If I don't know the answer, I'll find out and get back to you. Also, you may check the Military HOMEFRONT Website: www.militaryhomefront.dod.mil for additional information.

If you are flying into the San Antonio International Airport (SAT), I will be there to greet you and your family. Please send me your flight information and let me know if you will need any assistance with transportation.

To help us assess your needs please contact me or the Command Sponsor Coordinator as soon as you can. My work mailing address is:

My work telephone number is (COMM/DSN) _____,
(fax) _____ and E-mail _____.

Outside of normal working hours, you can also reach me at (210) _____-____ (home/cell). Feel free to contact me between (____) and (____) (use 24-hour clock, time zone information, and explain the difference +/- their local time). It would be greatly appreciated if you call or send me an E-mail to let me know you received this letter and provide me with contact information during your move.

Again, I look forward to welcoming you to San Antonio and NAMRU-SA, and if I can assist you in any way, please contact me.

Sincerely,

Sponsor's Signature

Enclosure (3)