

LETTER OF INSTRUCTION (LOI) FOR CHAPTER INFORMATION

From: Commander _____

To: Director, American Legion Riders Department of California

REQUEST FOR AUTHORIZING THE FORMATION OF AN AMERICAN LEGION RIDER CHAPTER HOSTED BY POST _____ in _____

1. This letter establishes the formal request for the formation of an American Legion Riders Chapter to be located at the American Legion Post _____, in _____ California as a Post level program.
2. A favorable vote of the Post _____ membership was held on _____ to establish an American Legion Rider Chapter as a Post level program.
3. The interim board members who are a minimum of 5 are:

Director – _____

Vice Director - _____

Secretary - _____

Treasurer - _____

Sgt. At Arms – _____

4. The point of contact for this matter is American Legion Post _____, Commander.

Commander Name-Print

Commander Signature

Date