

Office Symbol \_\_\_\_\_

DATE \_\_\_\_\_

MEMORANDUM FOR SPORTS DIRECTOR

SUBJECT: Letter of Intent to Participate in the 2024 Intramural Softball League.

1. Company/Battery/Department \_\_\_\_\_ will participate in the 2024 Intramural Softball Season. All team members are assigned or attached to the above-named company/battery/department.

2. Coach's Name: FIRST \_\_\_\_\_ LAST \_\_\_\_\_

Duty Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

1SG's Name \_\_\_\_\_ Duty Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

3. **Deadline for turn in of Letter of Intent is NLT COB April 24, 2024 in the Sports Office at the Fort Myer Physical Fitness Center.**

4. List all field dates or days your team is not available to participate.

May	June	July	August

\_\_\_\_\_  
(PRINTED CO, XO, 1SG, OR A&R REP NAME)

\_\_\_\_\_  
(CO, XO, 1SG, OR A&R REP SIGNATURE)