

ATTACHMENT 1

Sample Sponsor Personal Letter SPONSOR'S WELCOME LETTER

(Enter office symbol)

SGT XXXXXXXX XXXXXXXXXXXX

Dear XXXXXXXX,

I would like to take this opportunity to introduce myself as your sponsor and welcome you (and your family, if applicable) to (assigned unit). As your sponsor, I will assist you in making your move to Fort Hood "The Great Place" as trouble free as possible. To help you I am enclosing a welcome packet for you (and your family).

If you have any questions that haven't been answered by the welcome packet, let me know and I will furnish you with necessary information. Fort Hood is located in the city of Killeen, Texas. (Describe unit location, mission, etc. Also describe job duties, and field duty, if applicable). As your sponsor it is important that I know of changes to your status and assignment if they occur. You can call or write me at the following address/phone number: (unit address and number). If you wish to call me at home; my number is _____ and the best time to call me is _____. (Inclusion of home telephone number is optional).

In order to be most helpful, it is important that I know when and how you will arrive at Fort Hood. If you are arriving by air, I can meet you at the airport, if you so desire. If you are arriving by motor vehicle, I can meet you at _____ or elsewhere, if you prefer. Upon your arrival I can have temporary lodging available for you (and your family) at a rate of ____ dollars per day. If this is not acceptable, or if you have other plans regarding temporary lodging, please let me know. (If Soldier is single and will be immediately assigned to the barracks, note that here).

You should be aware that there (is/is not) a waiting list for post housing for Soldiers of your grade level and family size with a projected waiting time of _____. (If the Soldier is single skip the previous sentence). I am enclosing a response form for you to complete so that I can better assist you (and your family). Again, welcome to Fort Hood. I look forward to meeting you in person.

Sincerely,
(Sponsor's name)