

SAMPLE Letter to Unit Member concerning reorganizing her Unit



Its recommended this letter be written on Unit stationery

Date

Dear Unit Member,

As you know, the American Legion Auxiliary has a proud heritage of volunteering, and as a volunteer member you understand the importance of our programs and activities and the effect they have on our veterans, service members, and their families. The possibilities for us to continue to have any impact in these areas are limited only by our creativity, desires and enthusiasm.

As a member you have been able to volunteer in many capacities in your Unit. If you are a member who has not volunteered as much as you would like, now is the time to consider your options and find new ways for our mission outreach programs to attract other women who want to make a difference in the lives of veterans, their families and their community.

We invite you to attend a special reorganizational meeting of our Unit # _____. The meeting will be held on date at location beginning at time .

A team of leaders from the District and Department will be available to answer questions on the Auxiliary's programs and activities to help you decide your interest and at least what level you would like to participate.

Thank you for being a member and a volunteer with our exceptional organization. We look forward to your continued membership and volunteer work.

Sincerely,

Unit President

Unit Secretary