

EXAMPLE WELCOME LETTER FROM COMMANDER TO NEW FAMILIES

(unit letterhead)
(date)

Name of family member
Street address
City, state, zip code

Dear (enter name of family member):

Your (spouse/son/daughter/significant other) who recently joined the South Dakota National Guard is a member of my command. I would like to take this opportunity to welcome you into the South Dakota National Guard family and to provide you with information about the unit.

(Customize this paragraph to explain the unit's mission and history).

Your (spouse/son/daughter/significant other's) military career provides many opportunities for individual growth and advancement as well as several challenges. These challenges of military life can prove trying for both the service member and the family. In order to help you understand the military, our unit has a Family Program which provides the opportunity for you to meet other military families, learn about military benefits, provides assistance as needed and keeps you informed about the unit.

Families are very important to this unit. Your support and encouragement are critical to the success of the unit's mission and your service member's career in the military. Perhaps you would like to volunteer with the unit's Program, learning and working with other families within the unit to educate and inform the unit's families.

The lead volunteer for the unit's Family Readiness Group (FRG) is (enter name and phone number). I have also appointed , (enter name and phone number) as my military Family Program Representative. Also, do not hesitate to contact myself at the unit either by phone or email (enter # and email address). Once again welcome to the (enter the unit's name). You and your family are extremely important to us.

Sincerely,

(Commander's Signature Block)