

**EXAMPLE WELCOME LETTER FROM THE FAMILY READINESS GROUP
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), (enter name) recently joined the South Dakota National Guard. On behalf of the (enter unit's designation) Family Readiness Group (FRG), I would like to personally welcome you to the unit. 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.

I would also like to invite you to participate in unit events and activities so that you can meet other families and the unit personnel. This will also give you an opportunity to learn about what your service member does in the unit. Additionally, I would like to invite you (if you would like) to volunteer with the unit's Program, learning and working with other families within the unit to educate and inform all of the unit's families.

Your service member has indicated you as their primary point of contact for the Family Readiness Group, therefore you will be placed on the FRG calling and mailing list ensuring that you are kept informed about benefits and any unit activities and exercises.

The lead volunteer for the unit's Family Readiness Group (FRG) is (enter name and phone number). My name is (enter your name), I am serving on the FRG Sponsorship Committee. Should you have questions, please do not hesitate to call or email me (enter # and email address). Once again welcome to the (enter the unit's name) Family Readiness Group, I look forward to meeting you.

Sincerely,

(Enter Name)
(Sponsorship Committee Person)