

SAMPLE LETTER TO SOLDIER

- Your name & address

City, State, Zip

Date

Dear Service Member,

Our Military Officers Association of Sarasota (MOAS), Florida chapter of the Military Officers Association of America (MOAA) has initiated a program to send Care Packages of personal and support items to our troops. The box you have received is a part of that program. We have included items that you or some of your fellow soldiers could use or would appreciate. As we receive feedback, our suggested items list will be adjusted to be sure others will send the most appropriate things that you may need or want.

If you can go on-line with Internet, please take a look at our web pages starting at www.supportourtroopsmoas.com and eMail us any suggested changes you wish to have made.

We want to make it as informative as possible.

Be sure to use the enclosed, self-addressed envelope to tell us how to improve.

We simply want to show our appreciation for your service to our country. Our thoughts and prayers are with you and we look forward to your safe return home.

Sincerely yours,

Your name(s)