

**SAMPLE**

Bill Stevenson  
President  
4444 Coyote Rd  
Fort Irwin, CA 92310

To Directorate of Family and Morale, Welfare and Recreation,

I hereby submit a letter of intent to apply for a Commercial Solicitation permit to operate my business (state name of business) on Fort Irwin. It is my intent to operate from my home on (state address). I am aware that I am not allowed to compete with any Directorate of Family and Morale, Welfare and Recreation (DFMWR), Army and Air Force Exchange Services (AAFES) or the Defense Commissary Agencies (DeCA) programs.

Attached are the following documents for your review as required:

- a. Completed Commercial Solicitation Permit Application
- b. Business Information Sheet (may include catalogs, brochures, handouts)
- c. Preventive Medicine Inspection Report (for food sales or as required)
- d. Company Commander Approval (if Active Duty for off-duty employment).
- e. Insurance Company license Number and/or business registration number (if required)
- f. Copy of valid California State General Excise Tax (when required)
- g. Other applicable sponsorship statements or approval documents

Sincerely,

//SIGNATURE//