

Sample Cover Letter

1. Letter should be on unit letterhead.
2. Letter should be addressed up the chain to AFHRA/RSO. If unit is a flight and the flight reports to a squadron, the squadron to a group, the group to a wing, and the wing to a TAG, the TO: line of the letter should read thusly:

TO: Whatever Squadron/CC
Whatever Group/CC
Whatever Wing/HO (Each addressee should initial & date next
Whatever Wing/CC to their office symbol)
Whatever TAG/ESSO
NGB/PAI-H
AFHRA/RSO
IN TURN

3. The letter should be kept short and simple. Example:

The (whatever unit) has no official unit emblem and desires an organizational emblem to help promote morale, a sense of heritage, and esprit de corps. The (whatever unit) requests favorable consideration of the attached unit emblem design.

The points of contact for the emblem design and the funding are:

Emblem design: SSgt Joe Bagadonuts
Commercial Phone:
DSN Phone:
Commercial FAX:
DSN FAX:
E-Mail:

Funding: TSgt Freddie Finance
Commercial Phone:
DSN Phone:
Commercial FAX:
DSN FAX:
E-Mail:

4. The letter should be signed by the unit commander requesting the emblem, not the parent unit. It should be endorsed up the chain.