



DEPARTMENT OF THE AIR FORCE  
UNITED STATES SPACE FORCE  
SPACE LAUNCH DELTA 30

Date \_\_\_\_\_

MEMORANDUM FOR 30 FSS/FSVS

FROM: (Organization/office symbol)

SUBJECT: Letter of Intent for \_\_\_\_\_(insert sport)

1. The Fitness Center intramural \_\_\_\_\_ league tentative start date is \_\_\_\_\_.(Fitness completes this part before sending out)
2. The \_\_\_\_\_(insert squadron) will/will not be submitting a team for \_\_\_\_\_(insert intramural sport).  
Our squadron will enter \_\_\_\_\_(number) team(s) in the above mentioned sport.
3. The following individuals will be designated as coaches:

Team 1: Head Coach: (Last name, first name, rank)      Duty Phone # \_\_\_\_\_

Assistant Coach: (Last name, first name, rank)      Duty Phone # \_\_\_\_\_

Team 2: Head Coach: (Last name, first name, rank)      Duty Phone # \_\_\_\_\_

Assistant Coach: (Last name, first name, rank)      Duty Phone # \_\_\_\_\_

4. I understand the following: Participation Letter of Intent is due to the Sports Coordinator by \_\_\_\_\_(Fitness inserts date prior to sending out). The coaches meeting will be conducted at \_\_\_\_\_(Fitness inserts location prior to sending out). The coaches meeting is mandatory for the coach, assistant coach or squadron representative. If my unit does not have a representative at the coaches meeting, our team may not be entered into the league.

UNIT COMMANDER  
Signature Block