**SAMPLE LETTER REQUESTING COMMUNITY SUPPORT**

Garrison Letterhead

(Date)

Office of the Garrison Commander

Address

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am soliciting your support for a name the project initiative to improve the quality of life the military community at Fort \_\_\_\_\_\_\_\_\_\_\_. Due to a limited budget, the Department of the Army is actively pursuing a public-private venture (PPV) as a viable alternative to an appropriated or non-appropriated capital expenditure to satisfy the on-post demand for this operation.

Fort \_\_\_\_\_\_\_\_\_\_\_ leadership considers this initiative a great enhancement for the quality of life of Soldiers, their Families and the population beyond the gates of the installation as an important step in bringing needed businesses, jobs, and tax revenues.

PPVs are partnerships with the private sector to deliver morale-enhancing services using non-appropriated fund contracts and long-term real estate leases. The PPV platform offers a profit opportunity for prospective private contractors and provides quality programs and services to our community through sound fiscal stewardship of resources.

Fort \_\_\_\_\_\_\_\_\_\_\_ plays an integral role in the economic development of our region and has a long history of cooperation and partnership with local communities. It is in the spirit of this partnership that we respectfully request your support for this project.

Sincerely,

John Smith

Colonel, U.S. Army

Commanding