

Appendix D

WELCOME LETTER

Date

Hello,

Welcome to (base name)! I hope your stay here will be one of the best experiences of your military career. As the Key Spouse for the (unit/organization name), I'm here to answer questions and assist you and your family as you acclimate to the area. The Key Spouse Program is a great way to stay "in touch" with unit, base, and community happenings.

I realize that the first few days and weeks can be hectic. Feel free to call me if you need anything, or would just like to visit with someone who's been here a while. My number is _____.

If you don't hear from me within two weeks, please give me a call. It may be that I have an incorrect telephone number and can't reach you. I really look forward to meeting you and welcoming you in person!

Sincerely,