

Office Symbol _____

DATE _____

MEMORANDUM FOR SPORTS TEAM REPRESENTATIVE

SUBJECT: Letter of Intent to participate in the 2024 JBM-HH OP SANTA Intramural Basketball Tournament December 7-8, 2025, at Fort McNair Fitness Center.

Attend Tournament meeting on 29 November 2024 at 1200 hours at Fort Myer Physical Fitness Center.

1. Installation/Team Name: _____
will participate in the 2024 Op Santa Intramural Basketball Tournament. All team members are eligible and have a DoD identification card.

2. Coach's Name: FIRST _____ LAST _____

Duty Phone _____ Cell Phone _____
Email: _____

3. Assistant Coach Name: FIRST _____ LAST _____

Duty Phone _____ Cell Phone _____

4. **Tournament fee is \$275.00 per team, with a \$100.00 deposit due by November 7, 2024, followed by the remaining entry fee (\$175.00) due on November 29 by 1200 hours. To make a payment call 703-696-7867.**

5. **Deadline for turn in of Letter of Intent is 27 November 2024 in the Sports Office at Fort Myer Physical Fitness Center or by email.**

(MANAGER/COACH/
SPORTS DIRECTOR NAME
PRINTED)

(MANAGER/COACH/
SPORTS DIRECTOR NAME
SIGNED)