

Office Symbol _____

Date _____

MEMORANDUM FOR SPORTS TEAM REPRESENTATIVE

SUBJECT: Letter of Intent to participate in the 2025 JBM-HH Capital Classic Basketball Tournament on February 14 - 17, 2025, at Fort McNair Fitness Center.

Participating teams must attend the Tournament meeting held at the Fort McNair Physical Fitness Center on February 14, 2025 at 2 p.m.

1. Installation/Team Name: _____
will participate in the 2025 Capital Classic 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. **The tournament fee is \$600.00 per team. A deposit of \$100.00 is due by January 29, 2025. The remaining entry fee of \$500.00 is due on February 4, 2025. To make a payment, please call (703)696-7867.**

5. **The deadline to submit a Letter of Intent is January 29, 2025. Letters of Intent must be submitted 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)