

Office Symbol \_\_\_\_\_

DATE \_\_\_\_\_

**MEMORANDUM FOR SPORTS TEAM REPRESENTATIVE**

**SUBJECT: Letter of Intent to participate in the 2025 JBM-HH Open 5v5 Indoor Soccer Tournament March 29-30, 2025, at Fort McNair Fitness Center.**

**Attend Tournament meeting on 19 March 2025 at 1200 hours at Fort Myer Physical Fitness Center.**

1. Installation/Team Name: \_\_\_\_\_  
will participate in the 2025 Open 5v5 Indoor Soccer 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 \$200.00 per team, with a \$100.00 deposit due March 13, 2025, followed by the remaining entry fee (\$100.00) due on March 19 by 1200 hours. To make a payment call 703-696-7867.**
  
5. **Deadline for turn in of Letter of Intent March 13, 2025, 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)