

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

DATE \_\_\_\_\_

**MEMORANDUM FOR SPORTS TEAM REPRESENTATIVE**

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

**Attend Tournament meeting on 14 February 2025 at 1400 hours at Fort McNair Physical Fitness Center.**

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. **Tournament fee is \$600.00 per team, with a \$100.00 deposit due by January 27, 2025, followed by the remaining entry fee (\$450.00) due on the first Tuesday of February (4 February). To make a payment call 703-696-7867.**
  
5. **Deadline for turn in of Letter of Intent is 27 JANUARY 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)