

# SCHOOL OR AGENCY LETTERHEAD

(TODAY'S DATE)

Lieutenant Colonel Chad Sackett  
Department of Military Affairs  
600 Cedar Street  
St. Paul, Minnesota 55101-2597

Lieutenant Colonel Sackett,

This is an official notification that (REQUESTING SCHOOL) requests Military Support assistance to conduct the Minnesota National Guard's High School Drug Abuse Prevention Program at (SCHOOL, COMPLETE ADDRESS & COUNTY).

The National Guard is asked to provide the anti-drug class, including certified instructor and expendable training materials, for a group of (TOTAL NUMBER AND GRADE) students. Each class will be ( ) minutes in length and start on (DATE) and conclude on (DATE). This school is in Minnesota Congressional District number ( ).

Specific class times are as follows:

(LIST TIMES)

I will provide a suitable room for the course, plus required equipment such as a VCR with TV monitor, overhead projector with screen, and a chalk or dry erase board. I understand that the National Guard instructor will contact us for final coordination prior to the class. If you have any questions or concerns, please contact (YOUR NAME & TITLE) at (PHONE NUMBER) or email at (YOUR EMAIL, IF AVAILABLE).

(YOUR SIGNATURE)  
(SIGNATURE BLOCK)