August 16, 2022

FROM: [Unit/Squadron]

 [Street Address]

 [Installation or City], [State] [Zip Code]

TO: [VSO Commander's Name]

 [Organization Name]

 [Street Address]

 [City], [State] [Zip Code]

Dear [VSO Commander's Name]:

The Defense Department Authorized Provider Partnership Program provides commanders of honor guards additional military detail elements for veteran funerals upon request from the service. Typically, funeral honors are provided by the military services; however, the AP3 may be used to assist the service military funeral honors detail.

Authorized providers may include, but are not limited to, veterans service organizations, members of the Reserve Officer Training Corps, and other appropriate individuals and organizations that support the rendering of military funeral honors.

We would very much welcome your organization’s participation in the AP3, which includes trained volunteers assisting the military in rendering military funeral honors. To that end, we would like to meet with you to discuss our program, training and how we might work together in performing military funeral honors. If this opportunity is of interest to you and your members, please contact me at [Phone Number] so that we can discuss the AP3.

This program allows a grateful nation to pay final tribute to veterans who, in times of war and peace, have dedicated their loyal service to the United States of America. I thank you in advance for your important contributions to honoring those who served.

Sincerely,

[Name, Rank, Service]

[Title]