



Sample Welcome Email

Hello **Insert Spouse Name**

Welcome to the **Insert Squadron Mascot or Nickname**. We are the Key Spouses for the **Insert Squadron Name** and we received your contact information from **Insert 1st Sgt Name**

We have a few communication tools in place to communicate with the families of the **Insert Squadron Name**

Insert Website Name: website address

Insert Facebook Name: facebook address

On both the website and Facebook page we share information about what is going on with the squadron and things that are happening on base. Our website also has information about fun things to do in the DC Metro area. If you are interested please feel free to sign up for the website and Facebook page.

Finally, we have a list serve (**Insert List Serve Address**) from which we send periodic updates of upcoming events and opportunities to squadron families that have indicated they would like information. Please let us know if you would like to be added to this list serve.

As Key Spouses our job is to work directly with command leadership in order to support the squadron's families while they are stationed here, especially when loved ones are away. Please don't hesitate to ask for help.

We want to let you know about our upcoming **Insert Event Name**. It is scheduled for **Insert Event Date, Time, Location and any other important details**.

Once again, we are here as a resource so always feel free to contact us anytime. We look forward to meeting you soon.

Insert Squadron Name Key Spouses,
Insert All Key Spouse Names