

RENEWAL LETTERS & LABELS GUIDE

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WHAT'S IN THIS GUIDE

WHY THIS MATTERS **3**
WHAT YOU GET 3
BEFORE YOU START 3
PART 1 – RENEWAL LETTERS **4**
FIND THE REPORT 4
SET UP AND RUN THE REPORT 5
PREVIEW AND EXPORT 6
WHAT THE LETTER INCLUDES **8**
PART 2 – RENEWAL MAILING LABELS **10**
TIPS **12**

WHY THIS MATTERS

Don't wait for National's renewal notices.

National sent membership cards out late this year and still hasn't mailed renewal notices, while our membership goals are as aggressive as ever. You don't have to wait. One report in myLegion.org produces a personalized renewal letter for every member who is due, plus the lapsed members you want to reinstate, ready to print in minutes.

WHAT YOU GET

- **Renewal letters** – one page per member with his name, membership ID, the online renewal link, your Squadron's dues amount and a tear-off payment stub.
- **Renewal mailing labels** – matching Avery 3x10 labels (30 per sheet), sorted in the same order as the letters.

> ***GOOD TO KNOW:*** *Lehigh Acres Squadron 0323 selected members last paid in 2026 and 2025 and got 236 letters in one PDF, against a 100% goal of 275. Reinstatements are the hardest members to win back, and this reaches every one of them by name.*

BEFORE YOU START

Check these three things first. The last two print on every letter.

- **Access** – you need a myLegion.org login with Squadron officer access (usually the Squadron Commander or Adjutant). If you don't see My Groups on your My Account page, contact the Detachment Adjutant.
- **Dues amount** – comes from your Squadron's annual Squadron Data Report (SDR). If it's wrong, submit an SDR immediately.
- **Squadron mailing address** – the "mail your check to" address also comes from your Squadron's record. If it's out of date, every check goes to the wrong place.

> ***Need the letters before your SDR is processed?*** *Export them as Word and fix the dues amount with Find and Replace. Members who renew online will still be charged the amount in the system, so the Squadron must collect the difference.*

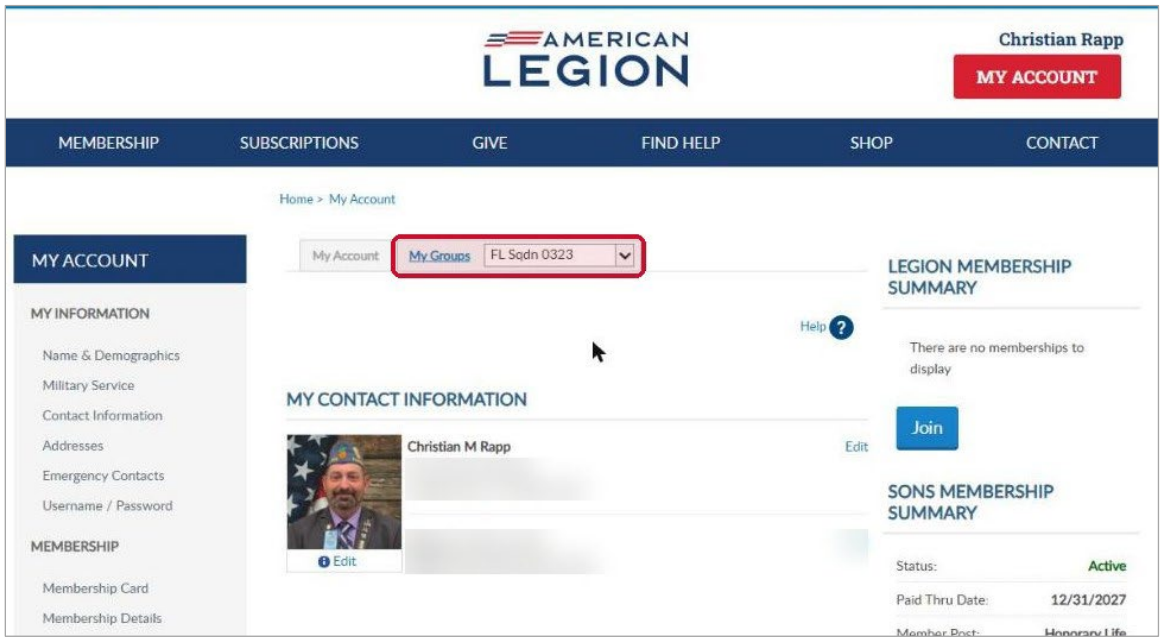
PART 1 – RENEWAL LETTERS

From login to a print-ready file in nine steps.

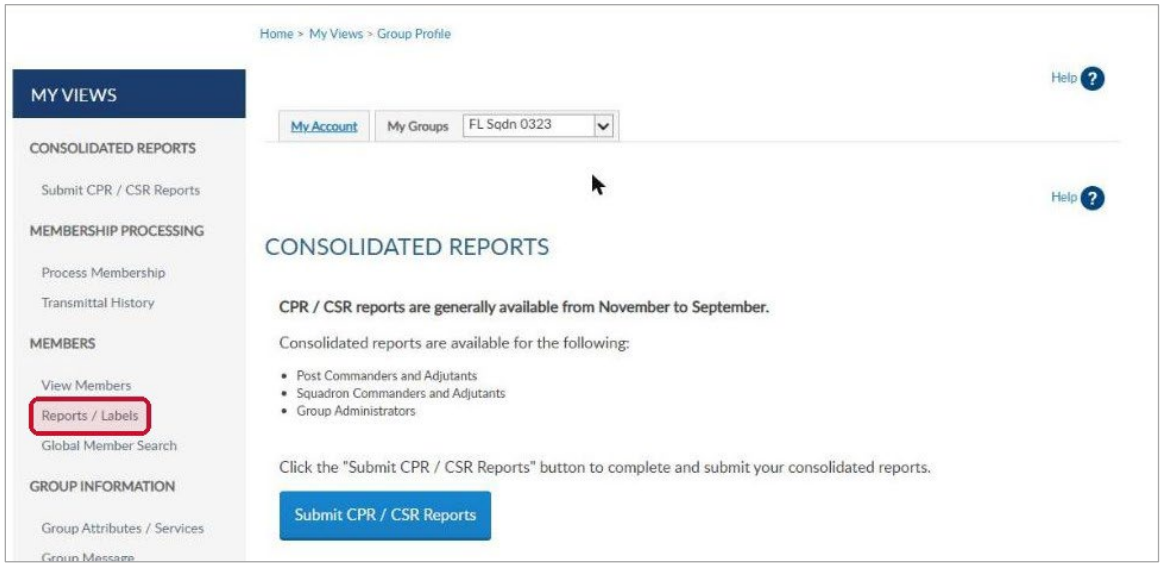
The report is buried a few menus deep, so follow these exact clicks. Red boxes in the screenshots show where to click.

FIND THE REPORT

1) Log in at myLegion.org and go to **My Account**. Choose your Squadron in the **My Groups** dropdown at the top, then click the **My Groups** link.



2) On the Group Profile page, click **Reports / Labels** in the left menu, under MEMBERS.

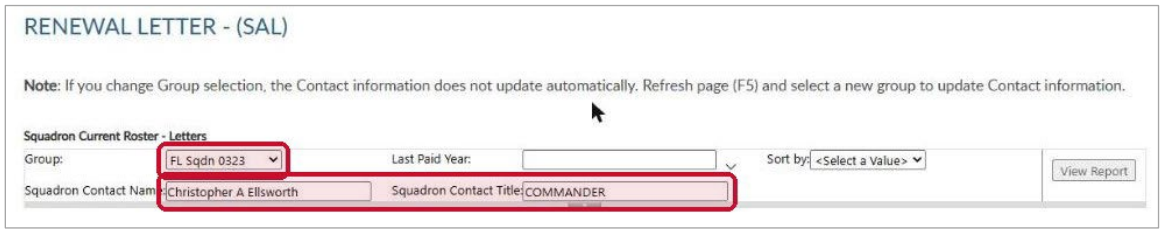


3) Scroll down to the **REVITALIZATION** section and click **Renewal Letter (SAL)**. The one directly above it, marked (TAL), is the Legion version.



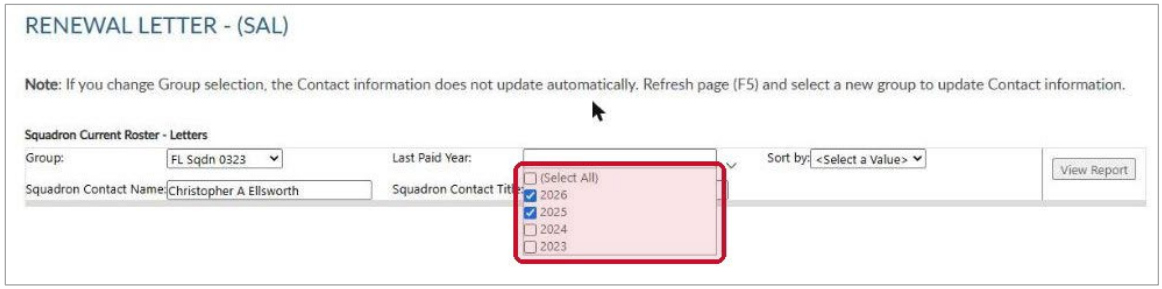
SET UP AND RUN THE REPORT

4) Select your Squadron in **Group**. The contact name and title fill in automatically with your Squadron Commander.



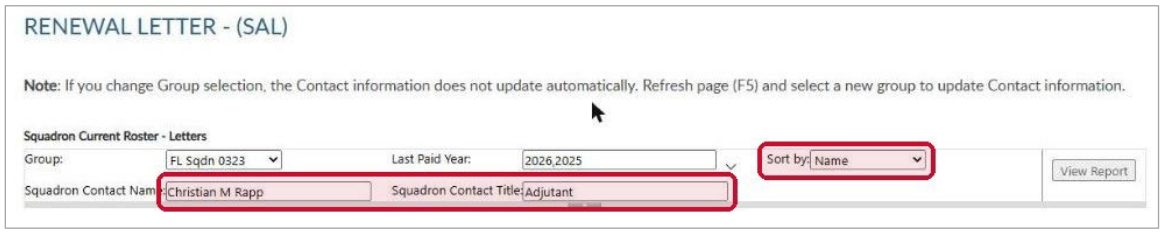
> ***DON'T FORGET:*** *If you change the Group after the page loads, the contact information does not update. Refresh the page (F5) and select the new group.*

5) Open **Last Paid Year** and check one or more years. The box lists your picks (for example, "2026,2025") so you can double-check them.



LAST PAID YEAR	WHO YOU REACH
2026	Members paid through this year, due to renew for 2027
2025 and earlier	Lapsed members to reinstate
(Select All)	Everyone the system has on record

6) Set **Sort by** to **Name** so the letters (and labels) come out alphabetical. Then enter the **Squadron Contact Name** and **Title**.



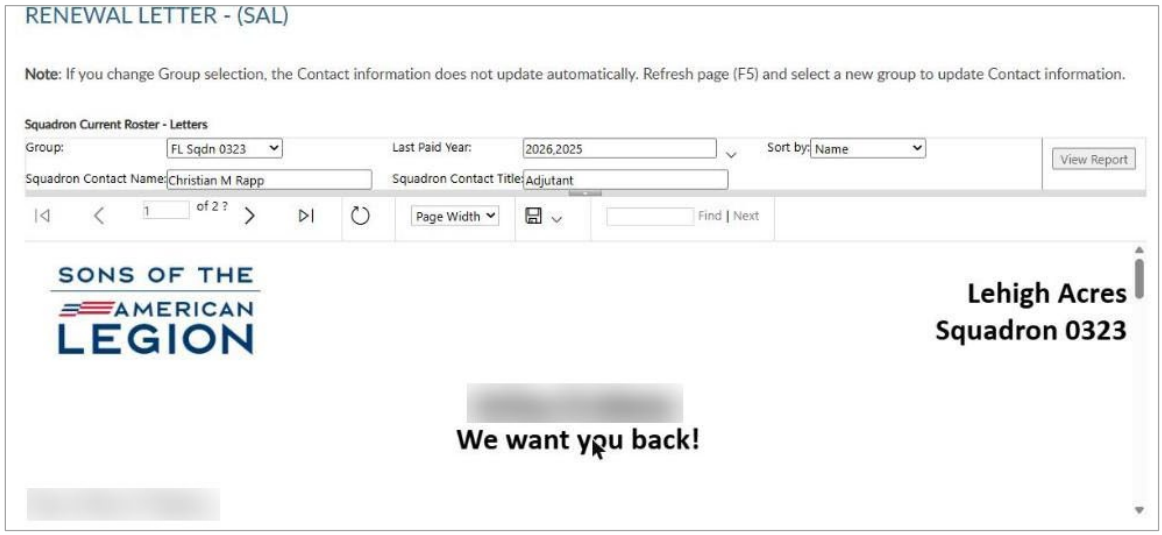
> ***IMPORTANT:*** *The contact name and title print as the letter's signature. They default to the Commander, but use whoever members should contact about renewing.*

7) Click **View Report**.

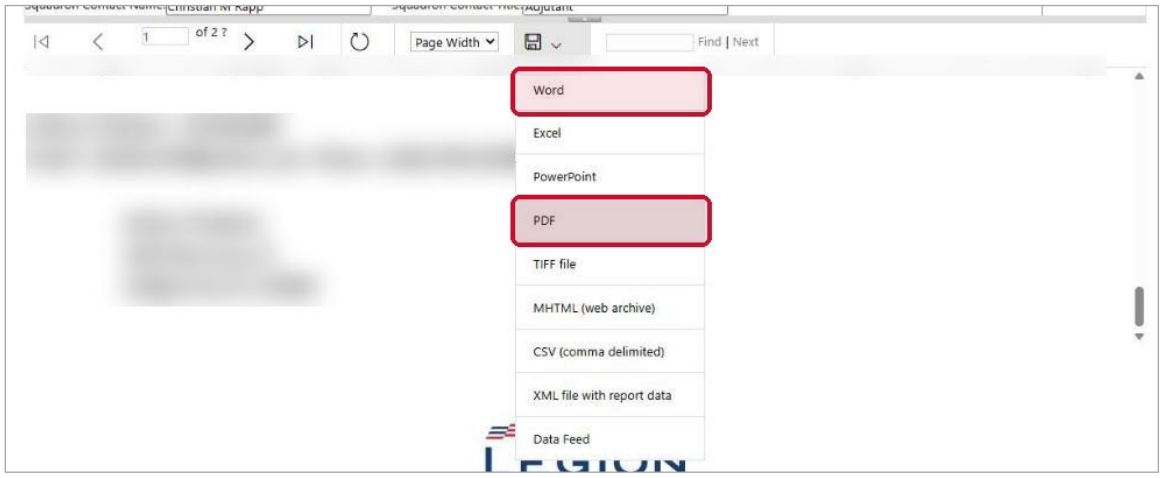


PREVIEW AND EXPORT

8) A sample letter appears in a small, zoomed-in window. Use the window's own scroll bar to read it. The page count shows "1 of 2 ?" because the system doesn't know the total until it builds the file.



9) Click the **save (disk) icon** in the report toolbar and choose **PDF** (print-ready, one letter per page) or **Word** (if you want to edit the wording first). The file holds a letter for every member who matches your choices. You won't know the count until it downloads.



WHAT THE LETTER INCLUDES

Every page is a complete, personalized letter. Nothing is filled in by hand.

- **Headline and greeting** – "We want you back!" with the member's name.
- **SAL story** – our mission and accomplishments, ending with your town's name.
- **Online renewal** – www.legion.org/SAL-renew, with the member's membership ID printed in the letter.
- **Pay by mail** – your Squadron's dues amount and mailing address.
- **Signature** – the contact name and title you entered.
- **Tear-off stub** – the member's ID, email, phone and mailing address on file. If you use window envelopes, test-fold one first.

> ***ADJUTANT TIP:*** *When a member has no email or phone on file, the stub prints blank lines and asks him to fill them in. The mailing doubles as a free way to update your records.*

SONS OF THE AMERICAN LEGION

Lehigh Acres
Squadron 0323

[redacted]

We want you back!

[redacted]

I invite you to come back and make *Sons of The American Legion (SAL) Squadron 0323* your home again. Our mission is to preserve American traditions and values, improving the quality of life for our nation's children, caring for veterans and their families, and teaching the fundamentals of good citizenship.

Since 1988, SAL has raised more than $8 million for The American Legion Child Welfare Foundation (CWF). SAL members have volunteered over 500,000 hours at veterans' hospitals and raised over $1,000,000 for VA hospitals and VA homes. The SAL also supports the Citizens Flag Alliance, a coalition dedicated to protecting the U.S. flag from desecration through a constitutional amendment. Your membership dues support all veterans, from Washington D.C., to the great state of Florida, down to our neighborhood in Lehigh Acres.

We see all levels of involvement from our members. Some attend all functions, while others pick and choose their involvement because of commitments to other activities or personal family responsibilities. Regardless of your level of activity, our members create the strength necessary to further our commitment in supporting veterans and their families. America and our veteran community need you and your support. Our voice needs to remain strong. Please renew your membership by going online to **www.legion.org/SAL-renew** and entering your **membership ID N** [redacted]

Or if you prefer to pay by mail, tear off the stub below and mail your **$30.00** check to :

American Legion Squadron 0323
1124 Ashlar Ave
Lehigh Acres, FL 33936

Thank you for supporting Lehigh Acres Squadron 0323. We hope to hear from you soon.

Best Regards,

Christian M Rapp
Adjutant - Lehigh Acres Squadron 0323

----------***My Dues Payment of*** **$30.00 is enclosed**----------
***** Provide any Missing Information.***

Please provide an email address prior to creating an account at www.MyLegion.org, by contacting your Squadron.

[redacted]
***Email : *****_____ ***Phone : *****_____

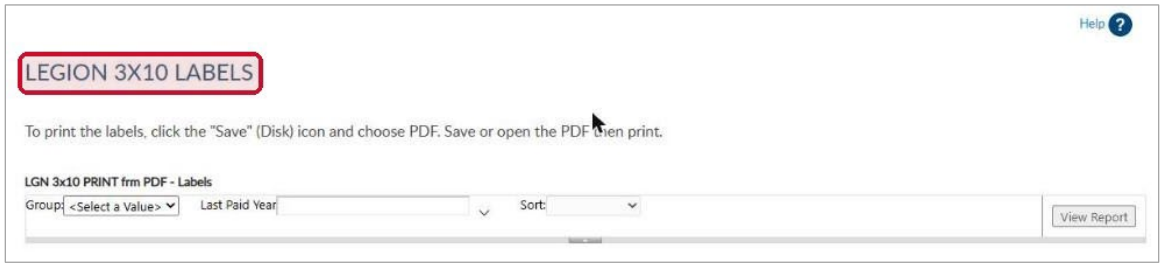
[redacted]

PART 2 – RENEWAL MAILING LABELS

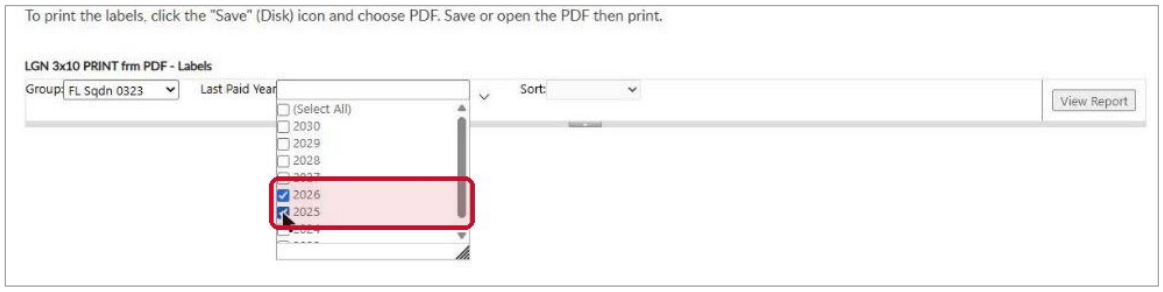
Matching labels for the same members, in the same order.

The labels report works almost exactly like the letters. Use the same Group, years and sort so the labels line up with the letters.

1) Go back to **Reports / Labels** and click **Renewal Labels (TAL/SAL)** in the REVITALIZATION section. The page that opens is titled **Legion 3x10 Labels**. That's the right page, even though the name doesn't match the link.



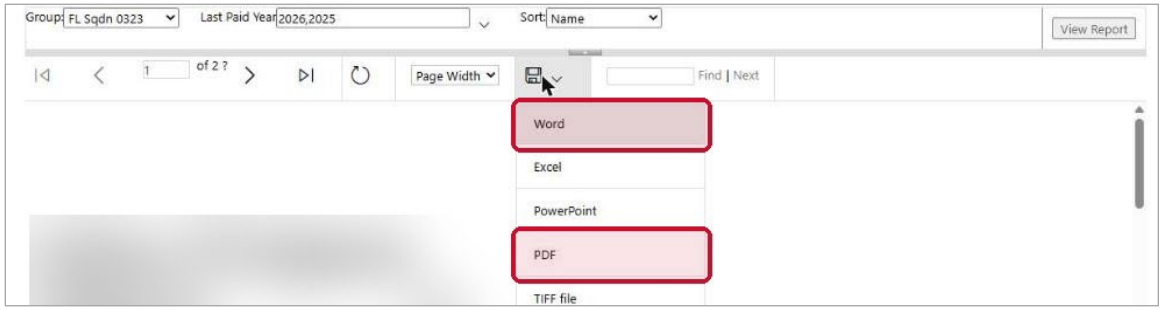
2) Select your Squadron in **Group**. There are no contact fields on this form.
3) In **Last Paid Year**, check the same years you used for the letters. This list goes up to 2030, so scroll if needed.



4) Set **Sort** to **Name**, then click **View Report**.



5) Click the **save (disk) icon** and choose **PDF** or **Word**. The labels print in Avery 3x10 format. Squadron 0323's 236 members filled 8 sheets.



> ***ADJUTANT TIP:*** *Print one test sheet on plain paper and hold it against a label sheet before printing them all. Set the print scale to 100% (Actual size), not Fit to page.*

TIPS

A few lessons learned to save you time and postage.

- **Run reinstatements as their own batch** – selecting 2025 and earlier pulls lapsed members, the hardest to win back. Consider adding a handwritten note to those letters.
- **Wrong dues amount** – submit your SDR right away. If you can't wait, use the Word workaround on the first page of this guide.
- **Contact info didn't change** – after switching Squadrons, refresh with F5 and select the group again.
- **Print a test page first** – check one letter and one label sheet before printing everything.
- **Questions** – contact the Detachment Adjutant at adjutant@floridasons.org.