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Scouts BSA Troop [Number], [Council Name]

On Behalf of Eagle Scout [First name Last name]

[Address Line 1]

[Address Line 2]

[City, State ZIP]

[Dignitary Name]

[Address Line 1]

[Address Line 2]

[City, State ZIP]

Dear [Honorific, such as Mr. or Mrs.] [Last Name],

I write to share the good news that [First name Last name] has earned the rank of Eagle Scout, the highest honor in the Boy Scouts of America.

The multiyear journey to the Eagle Scout Award is one of the most involved and transformative experiences a young person can have. They try new things through the merit badge program, develop confidence in the outdoors, practice leadership tactics, and plan, develop and give leadership to a service project that benefits their community.

For [First name’s] Eagle Scout service project, [personal pronoun, such as he or she] [describe Eagle project here in one sentence].

But the Scouting experience goes far deeper than one big project. [First name] also learned [describe a key lesson learned and how the Eagle Scout will apply that to other parts of their life — both in high school and beyond].

In addition to passing along word of [First name’s] hard-earned accomplishment, I’d like to formally invite you to the Eagle Scout court of honor at which [First name] will receive [possessive pronoun, such as her or his] Eagle badge and medal.

The court of honor will be held at [time] on [date] at [location with full address]. [First name] and Troop [number] would be honored by your presence.

If you are unable to attend, may I humbly request that you send a brief letter of congratulations? As a special surprise for [First name], we are preparing a collection of these letters to display at the event and present to [First name]. I know [personal pronoun, such as he or she] would be honored and delighted to see your comments included.

Thank you for your time in reviewing this letter — and for all you do to support and uplift our youth.

Sincerely,

[First name Last name]

[Scouting Title], [Troop number]