<chair name>



Committee Chairman

Boy Scout Troop 364 & 5364

<chair mailing address>

<chair phone>

<chair email>

Date

Mr. and Mrs. XXX

XXX

Virginia Beach, VA 23455

Re: <Eagle candidates name> - Application for Eagle Scout

Dear XXXX,

My name is \_\_\_\_\_\_\_ and I am the committee chairman for Scout Troop 364/5364. One of our scouts, \_\_\_\_\_\_, has completed the requirements and has submitted his/her application for Eagle Scout. <ScoutName> has listed you as a reference for her application. We are asking if you will submit a letter of reference for her application. Your letter of reference is an important part of the Eagle Scout Board of Review. You may either complete the attached form or write a separate letter, whichever you prefer. However you choose to respond, please mail or email your response directly to me in the envelope provided or to my email address.

If you write your own letter, please include some of the key factors we consider in evaluating an Eagle Scout candidate. Please address any topics that you feel qualified to and please give examples as appropriate. We do not expect that you respond to each area or sub-area. We appreciate whatever information you can share with us.

\* Examples of fulfilling the Three Duties of the Scout Oath: Duty to God and Country, Duty to Others, and Duty to Self

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\* Examples of following the twelve points of the Scout Law: a Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

\* Examples of Leadership

\* Examples of Responsibility

\* Examples of Resourcefulness

\* Examples of Character

Please include in your letter how long you have known <scouts name> and your relationship to her.

Most importantly, please include whether or not you recommend <scouts name> for the rank of Eagle Scout.

Thank you for taking the time to help us evaluate <scouts name> application for Eagle Scout. Again, please return your letter directly to me in the enclosed envelope or to my email address.

Your letter will be shared with the members of <scouts name> Eagle Scout Board of Review. Following the Board of Review, the letters of reference and all copies will be destroyed. <scouts name> will not see your letter.

The Board of Review will be held on <BOR Date>. Please send your letter of reference to me by **<date>** if at all possible.

If you have any questions regarding this, please call me at <Chair’s phone> <Chairs email>

Yours in Scouting,

<chair name>

Committee Chairman

Boy Scout Troop 364/5364