SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I hope this letter finds you well. I am Claire Cruz, Allen Jameson's homeroom adviser. I wish to recommend Mr. Jameson for the Eagle Scout Program.  
  
I believe that Mr. Jameson is qualified to enter as an Eagle Scout. I have had the chance to know him over the course of two semesters, and during this period, I have come to know him as a disciplined and hardworking young man. He also has a heart for volunteerism, which he has manifested by taking the initiative to help organize several events during the school year.  
  
I am confident that Mr. Jameson will be an asset to whichever organization he decides to join and look forward to seeing him flourish even more like an Eagle Scout. Thank you for your time, and I wish you all the best.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -