I am writing this letter to support Jane Doe who is a current Eagle scout member for the [Scout award name]. Jane has diligently worked in our neighborhood as well as Falling Water and Whispering Wind Service Units to provide quality training to leaders which has resulted in improved delivery of Scouting in all three areas.

The body of the letter should describe the specific service, who benefited from the service and provide results of the service that went beyond the position description.

Jane recognized that many of our leaders did not complete the trainings necessary to help them be successful in their first year as leaders. She realized that in our community many adults work second and third shifts which became a real challenge in trying to get them trained. She found that several close by areas were struggling with the same issue. She called a meeting of the Service Teams and proposed that they offer training at unconventional times due to the nature of the audience they wanted to serve. Everyone was immediately in agreement with her proposal. Jane went to the Volunteer Support staff at the Eagle Scout council. Working together with both volunteers and staff, Jane established and delivered three training sessions that offered the courses needed by the untrained volunteers. The amazing thing is that they were offered at a local church from 6–9am when everyone was getting off work. Jane’s dedication paid off when 30 inexperienced leaders from three Service Units were trained to work with their troops. She showed that by collaborating with each other, much can be accomplished. Jane’s work across the three Service Units benefited over 200 girls in new troops and has created strong relationships with the three Service Teams and staff members. For her innovation in training and in partnership with three Service Units and staff member, Jane Doe deserves the award.

The closing of the letter must include the writer’s name, service unit name as well as her address (email) and phone number. Here is an example:

Sincerely,

Mary Smith

Dusty Dawn Service Area

1234 Main Street

Phoenix, AZ 85000

602-452-7000 or msmith123@aol.com