***SAMPLE REQUEST FOR LETTER OF RECOMMENDATION***

Dear (name of reference)

I am a candidate for the rank of Eagle Scout. One of the requirements to achieve this rank is to demonstrate that I live by the principles of the Scout Oath and Law in my daily life. The Oath and Law read as follows:

*On my honor I will do my best*

*To do my duty to God and my country and to obey the Scout Law;*

*To help other people at all times;*

*To keep myself physically strong, mentally awake, and morally straight.*

*A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient,*

*Cheerful, Thrifty, Brave, Clean, and Reverent.*

I would be grateful if you would be willing to write a letter of recommendation on my behalf commenting on whether you think I meet this requirement. Please address the letter to Jon Graf, who is the Acting Chairman of the District Advancement Committee. You may email your letter to him at jongrafacc@gmail.com. If you’d rather send the letter by mail, Mr. Graf’s mailing address is below.

Your letter will be confidential and will be read only by the people on my Eagle Board of Review. **Please do not send me a copy of the letter**. If you have any questions about the letter, please contact Mr. Graf. Thank you for your help.

Sincerely,

Address for envelopes:

Jon Graf

4111 Ramsey Avenue

Austin, Texas 78756