

Dear **PERSON**,

I am writing to request a letter of recommendation to support the nomination of **NAME** for the District Award of Merit.

The District Award of Merit is an award given by the Boy Scouts of America to those who have rendered noteworthy service to youth in Scouting, outside Scouting, or both. It is given to those who do not actively seek it. **This nomination is confidential.** While we all feel that **NOMINEE** is a qualified candidate, please do not inform **NOMINEE** about this nomination in order to preserve the surprise and avoid any disappointment should he or she not be selected.

Your letter of recommendation is critical towards a successful nomination and is needed by **DATE** in order to meet the nomination deadline.

Your letter should include statements covering **NOMINEE's** standing in the community, citing activities in which he or she is most active in Scouting, religious, community, professional and/or work. If possible, please include time frames and outcomes (results) from his or her participation. Please cover as many areas as possible, but if your interaction with **NOMINEE** is in only one area, that is fine.

Please include your address on the top of the letter and the current date. The salutation can be: "To Whom It May Concern". There is no specific format to the body of the letter. You can elect to title paragraphs with a topic; e.g., Scouting, religious, community and / or work. A signature block would be greatly appreciated.

You may attach your nomination letter in an email to me or you can mail your letter to my home address by **DATE**:

Name

Address

City, State Zip code

Please contact me at C: xxx-yyy-zzzz; H: xxx-yyy-zzzz; or email: XYZ@abcprovider if you have any questions. Thanks for your time and recognition of **NOMINEE's** superb service to our Scouts!

Yours in Scouting,

**YOUR NAME**