July 27, 2023

Ms. Jane Do

30 Paradise Boulevard

La Crescenta, CA 91214

Dear Ms. Burns,

Scout’s full name, a Life Scout in Scouts BSA Troop 509, is applying for advancement to the rank of Eagle Scout, the highest honor a young woman can earn in the Scouting program (only 6% of those entering Scouts BSA earn this award). Having met preliminary requirements, she must soon appear before a Board of Review in order to establish her eligibility to become an Eagle Scout.

Scout’s first name has given your name as a character reference. We would appreciate it if we could receive a letter from you providing your appraisal of her, favorable or otherwise. This information will be strictly confidential.

The Board before which she will appear will be interested in knowing about her attitude, accomplishments and participation in her home, church, school, sports and community activities. Your comments in whatever areas in which you know her best, and on which you wish to comment, would be most helpful and appreciated. To assist in your evaluation, a resume with information on her Scouting accomplishments is included with this letter.

Some things to consider when expressing your opinion might include: Does she project the image of an Eagle Scout?; Is she keeping herself in good physical condition?; Is she doing things to build a strong character?; Is she thoughtful to others?; Does she display a good image of herself, not only physically but verbally?; Does she work to increase her knowledge and use her abilities to the fullest?; Does she display a good attitude?; and Does she follow the Scout Oath and Scout Law (see reverse)?

The members of the Board of Review would appreciate receiving your reply as soon as it is convenient for you. I have enclosed an addressed, stamped envelope for your convenience. Thank you for taking the time in aiding in our evaluation of this young woman.

Sincerely,

Gayle Hagegard

Assistant Scoutmaster

JPL Troop 509

gayle@hagegard.com

encl.

**Scout Oath**

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.

**Scout Law**

A Scout is:

* Trustworthy,
* Loyal,
* Helpful,
* Friendly,
* Courteous,
* Kind,
* Obedient,
* Cheerful,
* Thrifty,
* Brave,
* Clean,
* and Reverent.