February 2, 2021

Vice President Current VP here

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

Mr. Vice President:

I am the Eagle Scout coordinator with Troop 839 of Kingwood, Texas in the Sam Houston Area Council, Boys Scouts of America. This letter is to ask for your assistance in recognizing the achievements and service of Eagle Scout First and Last Name here, a member of Boy Scout Troop 839.

Would you please be so kind as to send name a letter of greeting, along with any other items you wish to be presented to him during a Court of Honor?

Thank you very much for taking the time from your extremely busy schedule to help this community and this troop recognize the personal achievement and service of Eagle Scout last name.

Please address your letter and recognitions to:

Eagle Scout First and Last Name

Address here

Sincerely,

Requestor name here

Requestor title here

Boy Scout Troop 839

Kingwood, TX