

Jason Sansburn wrote and asked:

“I recently posted on this site that my son completed his Eagle on February 8, 2017. I am the Scoutmaster of the Troop and I am having a very difficult time trying to write the congratulatory request letters. Does anyone have any suggestions as to how to go about it? I have looked at usscouts.com already and I am not sure how long they should be. Unfortunately, my parents did not keep a copy of one from mine or my brother's Eagle. SM T108

Here's a sample letter, Jason, from the Troop to someone. You need to add in the honorific (title) of the person, along with the official mailing address of the person to send the letter to. Explain also what the Eagle's leadership/service project was, the scope of the project, and the outcome. Ask for them to ATTEND the Court of Honor, not just "send us something".

1 June 2016

Lieutenant Colonel (Retired) Mike L. Walton
Operations Chief/Deputy Director, Public Affairs
Arnold Engineering Development Complex
100 Kindel Drive, Suite A-242
Arnold Air Force Base, Tennessee 37389

Colonel Walton:

I am writing on behalf of Eagle Scout Clay Mixon III, a member of Troop 000, McMinnville, Tennessee, who on 17 May became our Troop's newest Eagle Scout! We are very proud of him and his accomplishments which have moved him toward completing this awesome goal.

His Eagle project was to pave and mark a parking area at our city park. The park has never had a paved parking area, just a grassy area behind one of our ball fields. At times, the parking area would become a swamp or covered in snow and water. Clay, whose father has MS and uses a wheelchair, sought, designed and led direction to a 22-vehicle raised parking area which now allows people to get in and out of their vehicles a bit safer if not drier.

As one of his interests is the serving of our nation through the United States Army; and we understand that you are one of a few Army retirees working at AEDC, we thought we would extend a invitation for you to please attend Clay's Eagle Court of Honor, which will be held at the Community Meeting Place, City Park in McMinnville on 22 June at 5pm Central Time. I am sure that Clay will be honored to have you be there among others witnessing his public acceptance of his Eagle Badge.

If you cannot attend, we ask you please to send a letter or note of congratulations in Clay's name at the address listed. It will be placed with other greetings within a binder and presented to him as part of the award proceedings. You are also welcome to send other appropriate items for Clay as you may see fit; they will be displayed on a table near the entrance to the Meeting Place alongside of photos of various stages of Clay's project and Scouting career.

Thank you for your time and service.

Sincerely,

Randall Mathis, Committee Chair
Troop 000, McMinnville, Tennessee

Eagle Scout Clay Mixon III c/o Randall Mathis, 611 Center Street, McMinnville, Tennessee 37111