*Sample eagle request letter*

Dear \_\_\_\_\_\_\_\_\_\_\_:

My son has recently completed all the requirements to become an Eagle Scout on (*insert* *date).* For his Eagle Scout project he *(brief description of project)*. His name is *(Insert name)* and he is \_\_ years old. We would greatly appreciate if you would provide acknowledgement of his achievement. We plan on having his Eagle Ceremony on *(insert date)*.

If you have any questions or need any additional information, please do not hesitate to contact me at (717)*xxx-xxxx.*

Sincerely,