

Dear _____ ,

I am writing to you requesting a letter of recommendation to support the nomination of _____ for the Silver Beaver Award. I require your letter by _____ to meet the nomination deadline of _____. I am _____ from the _____, Baltimore Area Council where I serve as _____ and I got to know each other through (for example: our Wood Badge course and various scout activities). I am now nominating _____ for the Silver Beaver Award. The award is for noteworthy service of exceptional character to scouting youth within the Baltimore Area Council and notable service to youth within the community. _____ service to our Council youth makes HIM or HER an ideal candidate for this award.

Your letter should include statements covering _____ noteworthy service to youth in Scouting, youth within the community, or both. The nature and value of “noteworthy service to youth” may consist of service or a series of activities that contributed vitally to the lives of large numbers of youth or it may have been given to a small group over an extended period of time, or both. Please include time frames and outcomes (results) from his participation. Please cover as many areas as possible. It is acceptable if you can only cover one area.

Please include your address at the top of the letter and the current date. The salutation can be: To Whom It May Concern. There is no format to the body of the letter.

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

Name

Address

City, State Zip code

The Silver Beaver Award is the council-level distinguished service award of the Boy Scouts of America. Recipients of this award are registered adult leaders who have made an impact on the lives of youth through service given to the council. It is given to those who do not actively seek it. This nomination is confidential. While we all feel that _____ is a qualified candidate, please do not inform _____ about this nomination in order to preserve the surprise and avoid any disappointment should he or she not be nominated.

Please contact me at _____ or email: _____ if you have any questions. Thanks for your time and recognition of _____ superb service to our Scouts!

Yours in Scouting,