



## *Eagle Commendation Letter Examples*

**It is customary to ask federal, state and local dignitaries, celebrities and other significant individuals, to write letters of commendation to the new Eagle Scout. Some of these letters might be read at the Eagle Court of Honor. You can obtain a current list of dignitaries and celebrity addresses from the Troop 405 Eagle Letters page on the internet.**

**Please DO NOT send requests to NASA, the CIA or U. S. Supreme Court justices as they have asked to be removed from this and similar lists.**

**There are some sample letters below, to request letters of commendation...**

**Be sure to use your troops letter head paper.**

## Example Letters

*Here is an example letter to send requesting a certificate or letter of achievement from our community, state, and federal leaders. Thanks to (MAJ) Mike L. Walton (Settummanque, the blackeagle)*

1 October 2005

**The Honorable Alfred E. Neuman.  
Vice President of the United States  
Washington, D.C. 20001**

**Mr. Vice President:**

**My name is (say your name), a volunteer (say your position) within the (say your Council), Boy Scouts of America. This letter is to ask for your assistance in recognizing the achievements and service of (say Eagle Scouts' name), a resident of this community and a member of (say unit name here).**

**Would you please be so kind as to send (Eagle's first name) a letter of greeting, along with any other items you wished to be presented to him during a recognition ceremony to be held (date of Court of Honor or other presentation), at (time) at (location of Court of Honor or other presentation).**

**Please address your letter and recognitions to Eagle Scout (Eagle's LAST name), in care of the following address. All of the recognitions and letters will be compiled, placed in a binder or other suitable keepsake, and after they are read, will be displayed during this special occasion for (first name of Eagle Scout).**

*[Note: I placed that last sentence in as an example of what can be done with all of those letters...if you have differing plans, please note them here instead of that last sentence.]*

**(address of chartered partner organization, your address, or the address of the Committee Chair)**

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

**Sincerely,**

**\*your signature\***

**(Your full name)**

**(Your Scouting position)**

**(Your Unit's number/name)**

*Here is another example letter from Dale B. Thompson, Member of the Troop Committee, Boy Scout Troop 213, dalebt@primenet.com\_*

**(Name)**  
**Member of the Troop Committee**  
**Boy Scout Troop (#)**  
**(Address)**  
**(Town, State, Zip)**

**28 February, 2001**

**President Ronald McDonald**  
**1600 Pennsylvania Avenue**  
**Washington, DC**

**Dear Mr. President:**

**The Scouts, Leaders and Committee Members of Boy Scout Troop (#) take great pleasure in announcing that:**

**Having completed the requirements, and having been examined by an Eagle Scout Board of Review**

**(Scout's Name)**

**Was found worthy of the rank of Eagle Scout.**

In honor of this achievement, we have scheduled an Eagle Scout Court of Honor for (date and time), at (location, town).

We would appreciate a letter or certificate acknowledging his achievement. We will compile it with other acknowledgments and place in a scrap book commemorating this special occasion.

Thank you for taking time from your extremely busy schedule to help this community recognize the achievements and service of Eagle Scout (Scout's Name).

Sincerely,  
(Name)

**Mary Chadwick**  
505 Capps Lane #2  
Ukiah, CA 95482  
Home Phone (707) 462-3630

<date>

<<Name>>  
<<Title>>  
<<Other>>  
<<Address>>  
<<City, State zip))

<<Name>>  
<<Title>),

My name is Mary Ellen Chadwick, a volunteer Advancement Chair within the Redwood Empire Council, Boy Scouts of America. This letter is to ask for your assistance in recognizing the achievements and service of Noah Poppelreiter, a resident of this community and a member of Troop 75, Boy Scouts of America.

Would you please be so kind as to send Noah a letter of greeting, along with any other items you wished to be presented to him during a recognition ceremony to be held Saturday, August 21, 1999, at 10:30am at Hendy Woods State Park.

Please address your letter and recognitions to Eagle Scout Noah Poppelreiter, in care of the following address. All of the recognitions and letters will be compiled, placed in a binder or other suitable keepsake, and after they are read, will be displayed during this special occasion for Noah.

Mary Ellen Chadwick  
505 Capps Lane #2  
Ukiah, CA. 95482

Thank you very much for taking time from your extremely busy work schedule to help this community and this unit recognize the personal achievement and service of Eagle Scout Noah Poppelreiter.

Sincerely,

Mary Ellen Chadwick  
Advancement Chair  
Troop 75, Redwood Empire Council

49 Forte Avenue  
Medford, NY 11763

March 2, 1999

Senator Kenneth P. LaValle  
325 Middle Country Road, Suite 4  
Selden, NY 11784

Dear Senator LaValle:

It is with a great deal of pride that we write to ask you to award our son, Brian Michael Spiegel, official recognition by means of a certificate, flag, or whatever honor you deem appropriate, on his becoming an Eagle Scout. All of the letters and other forms of recognition will be placed in a book commemorating this special occasion.

As you know, this is the highest award a scout can receive. Few boys move up through the ranks of scouting. Only a handful make it all the way to Eagle.

For his project, Brian built an 8 foot by 8 foot storage shed for HELP USA, a transitional housing facility in Bellport. This facility aids families who were displaced because of job loss, spousal abuse, etc., provides job counseling and social workers to help families get aid while they are in this transitional period in their lives.

I am enclosing Brian's bio, which lists his accomplishments in his scouting career, for your perusal.

We would be greatly honored if you could take time from your busy schedule to attend Brian's Eagle Court of Honor. Your presence would greatly enhance the meaning of this award. An invitation with directions is also enclosed.

Yours in scouting,

Marcia and Ken Spiegel

## **Request letters from dignitaries**

**Most Eagle scouts have a scrap book which will contain letters and certificates from dignitaries and items from their scouting carrier. I would suggest that you place these letters in a *non yellowing non transferring plastic sheet*. These sheets are available at office supply companies. Be sure to pick up the necessary sheets for the scouts blue cards. You can also use baseball card sheets or the special sheets which are available at your local council.**

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**The following list of dignitaries and special groups or organizations may or may not apply to your Eagle Scout. This list is broken down by Federal, state, local government and special organizations. Please be sure to check with your own troop for any special organizations that have been assisting your scout and your troop that should receive a letter/invitation.**

Special Eagle Scout Recognitions

U.S. Navy Certificates of Recognition

Contact your local recruiting offices to obtain one of these recognitions

US Army Youth Certificates of Recognition

Scout leaders and parents may nominate their scouts for this award by contacting their nearest U.S.

Army Recruiting Battalion.

US Air Force Youth Certificates of Recognition

U.S. Air Force Certificates of Recognition are awarded to America's Boy Scouts

You can contact your local Air Force recruiter and have them present the certificate at the Court of Honor. This is not a recruiting ploy, it is just easier to have a recruiter do it, unless you have a military base nearby

U. S Flags - Flown over the Pentagon or the Capitol

For a flag flown over the Pentagon the requestor must provide the flag. The request must be submitted 7 to 10 business days before date the flag is to be flown. Flags will not be flown on Holidays. When sending a flag through the mail, please be sure to insert return postage. The requestor should include the following information in their request:



1. The name of the scout and the troop.
2. The date of the Eagle Court of Honor
3. The date the flag should be flown.
4. A person to contact and a phone number.

Submit the written request to:

Defense Protective Service  
Operations Branch Commander's Office  
Washington HQ Services, Room 2E148  
1155 Defense Pentagon  
Washington, DC 20301-1155  
Telephone: (703) 697-1288

You can purchase a US flag that has flown over the United States Capitol building in Washington, D.C., by ordering it from your US Representative or Senator. In fact, this is the only way to purchase one of these flags.

Certificate of authenticity. You may request that your flag be flown on a certain date such as a birthday or anniversary. A certificate showing it was flown over the Capitol accompanies each flag. If you mention in your letter or on your request form that this flag is for any specific occasion, that information will be included on the certificate. If you are requesting a specific date, please make your request at least 4 weeks prior to that date.

The prices include only the costs of the flag itself, the certificate, and shipping and handling. The payment must be a check or money order made payable to the fund designated by the specific Congressional office. Here on Long Island our Congressmen do not charge for the flags and normally send a representative to present the flag. Make sure your Eagle scout knows how to fold the flag and practices with the person who will be assisting him.

#### U.S. Postal Service Certificates of Recognition

The United States Postal Service has a newly designed recognition certificate for presentation to new Eagle Scouts. The certificate shows the USPS logo and the (old) BSA logo. What makes this certificate special is a reproduction of the \$.03 Boy Scouts of America commemorative stamp issued in 1950. To obtain a certificate, send your request, listing the name of the new Eagle Scout, to:

Mr. Jon E. Potter

Postmaster General/CEO

U.S. Postal Service

475 L'Enfant Plaza SW

Washington DC 20260-0010

**FEDERAL GOVERNMENT** George W. Bush

The White House Greeting Office-Rm 39, Old Executive Office Bldg.1600 Pennsylvania Av,  
Washington, DC 20502

Former Presidents

Gerald Ford

Jimmy Carter

George Bush

Bill Clinton

P.O. Box 927, Rancho Mirage, CA 92270

Carter Center, Inc., One Copenhill Av, Atlanta, GA 30307

10000 Memorial Drive #900, Houston, TX 77024

55 W. 125th Street, New York, NY 10027

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**OTHERS** His Holiness Pope John Paul

Apostolic Nunciature, 3339 Massachusetts Av, NW

Washington, DC 20008 Astronauts

They rotate responsibility to send letters. You get a response from whomever's turn it is.

NASA Johnson Space Center

CB/Astronaut Office

Attn: Eagle Scout Court of Honor

Houston, TX 77058

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This site has updates on who to send letters to.

<http://www.eaglescout.org/final/coh/invite.html>

Their list (2005) follows:

## US Government

### The Current Administration

A good place to start is the Congressional E-Mail Addresses web page:

<http://turnpike.net/metro/D/dmorgan/congress.html>.

#### The President

The White House

Attn: Greetings Office

Washington, D.C. 20502-0039

Mr. President

#### The Vice-President

The White House

Attn: Greetings Office

Washington, D.C. 20502-0039

Mr. Vice-President

Senator [the name of your State Senator]

United States Senate

Washington, DC 20510

Congressman/woman [the name of your local

Congressperson]

Congress of the United States

House of Representatives

Washington, DC 20515

Boy Scout Program Manager

[National Park Service](#)

1849 C Street NW

Washington, DC 20240

Secretary of the Air Force

Community Relations, SAF/PAC

Room 5C945, 1690 Air Force

The Pentagon

Washington, DC 20330-1690

Department of the Army

(Request a certificate online at [www.goarmy.com/ycr](http://www.goarmy.com/ycr))

Office of the Assistant Secretary

of Defense Public Affairs

Director for Community Relations

The Pentagon, Room 1E776

Washington, DC 20301-1400

Chairman, Joint Chiefs of Staff

The Pentagon

Washington, DC 20330-1000

Commandant of Cadets

U.S. Air Force Academy

Colorado Springs, CO 80840-5421

Justice Sandra Day O'Connor  
Supreme Court of the United States  
Washington, DC 20543

Justice Ruth Bader Ginsburg  
Supreme Court of the United States  
Washington, DC 20543

Justice Clarence Thomas  
Supreme Court of the United States  
Washington, DC 20543

Justice Stephen Breyer  
Supreme Court of the United States  
Washington, DC 20543

Justice Anthony Kennedy  
Supreme Court of the United States  
Washington, DC 20543

US Fish and Wildlife Service  
National Conservation Training Center  
Division of Education Outreach  
698 Conservation Way  
Shepherdstown, WV 25443

Drug Enforcement Administration

Attn: Information Affairs Coordinator

Office of the Administrator

700 Army Navy Drive

Arlington, VA 22202

**The Boy Scouts of America**

Robert Gates

President

National Eagle Scout Association

P.O. Box 152079

Irving, TX 75015-2079

**Business and Industry**

International Association of Lions Clubs

300 22nd Street

Oak Brook, IL 60521-8842

Douglas N. Daft

The Coca Cola Company

P.O. Drawer 1734

Atlanta, GA 30301



Steven S. Reinemund

PepsiCo, Inc.

Mr. Reinemund regrets he cannot respond to each individual request. Please copy the letter below and print it for your Eagle Scout.

Dear Eagle Scout:

Congratulations on becoming an Eagle Scout! You deserve a lot of credit and are to be commended on this achievement.

The Boy Scouts of America's focus on the values of integrity, honor and respect are all important requirements for lasting success. You need all of them to make your mark in this world.

Again, congratulations, and please accept my very best wishes for continued success.

Sincerely,

Steven S Reinemund

Mr. Steven Spielberg  
DreamWorks SKG  
PO Box 492147  
Los Angeles, CA 90049

Michael D. Eisner  
The Walt Disney Company  
500 South Buena Vista Street  
Burbank, CA 91521

USAF Thunderbirds  
Lt. Col. Richard G. McSpadden, Jr.  
USAFADS/CC  
4445 Tyndall Ave  
Nellis AFB NV 89191-6079

National Football League  
280 Park Avenue  
New York, NY 10017

Mr. Hector Ruiz  
Chairman and CEO  
Advanced Micro Devices, Inc.  
P.O. Box 3453  
Sunnyvale, CA 94088

## **Astronauts**

NASA receives a large number of requests for Eagle commendation letters. NASA is now requesting that all requests be sent to the following address:

NASA Johnson Space Center

CB/Astronaut Office

Attn: Eagle Scout Court of Honor

Houston, TX 77058

The Astronaut Office will respond with one letter on behalf of the astronaut corps.

Senator John Glenn

Ohio State University

400 Stillman Hall

1947 College Road

Columbus OH 43210

## **Previous Presidents**

Gerald R. Ford

President Ford is the only president to date who is an Eagle Scout. Due to limited staff which cannot satisfy the large number of inquiries, we ask Scouts to respect his wish to not send him requests for commendation letters

Jimmy Carter

Attn: Correspondence Office

The Carter Center

453 Freedom Parkway

Atlanta, GA 30307

[carterweb at emory.edu](http://carterweb.emory.edu)

George H. W. Bush

10000 Memorial Drive

Suite 900

Houston, TX 77024

William Jefferson Clinton

Send an e-mail request to [correspondence at owjc.org](mailto:correspondence@owjc.org) . This is the correspondence e-mail address of the Clinton Foundation, whose website is <http://www.clintonfoundation.org/>

## **People**

Mr. Ralph Nader

P.O. Box 19312

Washington, DC 20036

Mr. Craig A. Moon

President and Publisher, USA Today

Gannett Co., Inc. Headquarters

7950 Jones Branch Drive

McLean, VA 22108-0605

Mr. Andrew Heyward

President, CBS News

524 W. 57th St.

New York, NY 10019

Mr. Bill Parcels

Coach, The Dallas Cowboys

One Cowboys Parkway

Irving, TX 75063-4727

Mr. Ted Turner

Turner Broadcasting, Inc.

P.O. Box 105366

Atlanta, GA 30348

Mr. Turner, as with many on this and other lists, receives so many requests that he can no longer reply to them all. However, he does want to recognize the Eagle Scouts, and has requested the letter at right be posted on his behalf. Please copy the text to a form or letter as you want it printed for your Eagle Scout.

Dear Eagle Scout:

Congratulations on attaining the highest ranking within Scouting. The realization of this outstanding achievement will undoubtedly lead to successes and accomplishments throughout your life. Best wishes for the future.

Very truly yours,

Ted Turner

Mr. John Jacobs  
Power Connection  
Box A  
Santa Anna, CA 92711

Mrs. Lyndon B. Johnson  
LBJ Ranch  
Stonewall, TX 78671

Mr. Jerry Jones  
Owner, The Dallas Cowboys  
Cowboys Center  
One Cowboy Parkway  
Irving, TX 75063-4727

Mr. Samuel J. Palmisano  
Chairman & CEO  
IBM Corp.  
Old Orchard Rd.  
Armonk, NY 10504

Mr. Neal Shapiro  
President, NBC News  
30 Rockefeller Plaza  
New York, NY 10012

Mr. James S. Brady  
c/o National Organization on Disability  
Washington, DC 20006

Mr. David Westin  
President, ABC News  
Capital Cities/ABC Inc.  
47 W 66th St.  
New York, NY 10023

Mr. Kayne Robinson, President  
National Rifle Association  
11250 Waples Mill Rd.  
Fairfax, VA 22030

Mr. Edwin Feulner  
President  
The Heritage Foundation  
214 Massachusetts Ave., NE  
Washington, DC 20002

**The Roman Catholic Church**

His Holiness, Pope Benedict  
Vatican City  
Rome, Italy  
Most Holy Father  
Your Holiness' most humble servant,

**The LDS Church**

The Young Men General Presidency  
Church Of Jesus Christ of Latter-Day Saints  
47 East South Temple Street  
Salt Lake City, UT 84150

**Other Religious Leaders**

Dr. Robert Schuller  
The Crystal Cathedral  
12141 Lewis St.  
Garden Grove CA 92840

**Scouting**

The Scout Association,  
The Gilwell Park Campsite,  
Chingford, London, E4 7QW, United Kingdom



Additional web sites that have information on who to write to:

[www.macscouter.com/macscouter/eagle](http://www.macscouter.com/macscouter/eagle)

[www.troop405.org/eaglelis](http://www.troop405.org/eaglelis)

[www.usscouts.org/usscouts/eagle.asp](http://www.usscouts.org/usscouts/eagle.asp)

[www.cfcbsa.org/council/eagleltr.html](http://www.cfcbsa.org/council/eagleltr.html)

[www.members.aol.com/T915/EagLetGN.htm](http://www.members.aol.com/T915/EagLetGN.htm)

I suggest that you do a web search for EAGLE SCOUT LETTERS. This way you will get a current list.