

May 1, 2009

The Honorable Richard B. Weldon, Jr.
House Office Building, Room 324
6 Bladen Street
Annapolis, MD 21401

Dear Delegate RICHARD B. WELDON, JR.

On behalf of Troop/SU/Association XX, I am requesting congratulatory letters or certificates from you for your constituents that have earned the Girl Scout Gold Award, the highest award in Girl Scouting. We are pleased to enclose a brief description of the Gold Award and a list of our Troop/SU/Association's Girl Scouts who have completed all of the requirements for this Award.

Please note that due to privacy policies we can not give out the girls' entire mailing addresses. We do provide a city, state and zip code and appreciate your understanding.

Our "XX" awards ceremony will be held on DATE. At this ceremony we present the girls with all the congratulatory letters they receive in one package. We would appreciate receiving them by DATE, if possible.

Please mail the letters/certificates to ADDRESS.

If you have any questions, please call me at PHONE NUMBER.

Respectfully Yours,

enclosures