<Date>

Dear <Name>,

Congratulations on receiving the <ADULT AWARD>! We want to honor you for this exceptional achievement in Girl Scouting and invite you to attend our XXXX Service Unit Recognition Event on xxxx at xxxx.

We look forward to celebrating with you and encourage you to attend this special recognition event along with your family, friends and Girl Scout members.

<INSERT RSVP or REGISTRATION INFORMATION HERE>

If you are unable to attend, please let us know and your recognitions will be sent to you following the event.

As our founder Juliette Gordon Low said *“The work of today is the history of tomorrow, and we are its makers.”* Thank you, for your part in shaping the history of tomorrow.

Yours in Girl Scouting,

<Service Unit Manager Name>

Service Unit Manager Contact Information