<DATE>

Dear <Award Recipient>,

Congratulations on earning the <insert applicable award - Bronze Award, Silver Award, Gold Award, 10-year Girl Member Pin, Graduating Senior, Graduating Senior Scholarship recipient, Program Aide, Counselor-in-Training I & II, Volunteer-in-Training, Community Service Bar, Service to Girl Scouting Bar, Torch Award>.

The <SU Name> invites you to receive your award in the presence of your family, friends, and Girl Scout sisters at the <Recognition Event on DATE at TIME. (Add event details including location address, how to RSVP, and award recipient arrival time for award recipients, etc.)>

As a < Gold Award Girl Scout, Silver Award Recipient, Bronze Award Recipient> we want you to be able to share your project with your Girl Scout sisters and invite you to bring a poster board or scrapbook of your project to display at the event. <Insert display details such as table size, time to set up, etc.>

We look forward to honoring your achievement in Girl Scouting and hope you will be able to join us to celebrate with your family and Girl Scout sisters. Please RSVP by <Date>.

If you are unable to attend, your recognitions will be sent to you following the event. If you have any questions please contact <SU Manager or Event Coordinator Name at email and /or phone>.

Yours in Girl Scouting,

Service Unit Manager Name

Service Unit Manager Contact Information