[Date]

[Principal’s Name]

[Middle School’s Name]

[School Address]

[City, State, ZIP Code]

Dear Principal [Principal’s Last Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] of Scouts BSA Troop [Your Troop/Unit Number], serving the [Your Community/City] area. I am writing to request the opportunity for our Scouts BSA unit to conduct a recruitment event at [Middle School’s Name] this fall

Scouting provides young people with valuable skills, leadership development, and character-building experiences that are crucial during their formative years. Our program emphasizes outdoor activities, community service, and personal growth, which complement the educational goals of [Middle School’s Name].

**We are seeking your permission to:**

1. Present a brief introduction about Scouts BSA during a school assembly or in individual classrooms.

2. Set up an informational table during lunch periods or parent-teacher conferences.

3. Distribute informational flyers and permission slips to interested students.

Our goal is to inform students and their families about the opportunities available through Scouting and how they can become involved. We believe that collaborating with [Middle School’s Name] will help us reach students who would benefit greatly from our program’s unique offerings.

We will ensure that all activities are conducted with minimal disruption to the school’s daily routine. Our team is prepared to work closely with your staff to accommodate any scheduling preferences or logistical requirements.

Thank you for considering our request. We are eager to share the benefits of Scouting with the students of [Middle School’s Name] and to foster a strong partnership with your school. I will follow up with your office next week to discuss this request further. In the meantime, please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require additional information.

We look forward to the possibility of working together to enrich the lives of students at [Middle School’s Name].

Warm regards,

[Your Name]

[Your Position]

Scouts BSA Troop [Your Troop/Unit Number]

[Your Phone Number]

[Your Email Address]