[Today’s Date]

[Principal’s Name]

[High School’s Name]

[School’s 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 [Your Position] with Scouts BSA, an organization dedicated to building character, developing leadership skills, and fostering a sense of community service in young people.

As we approach the new school year, we are eager to offer the students of [High School’s Name] the opportunity to join our Scouts BSA program. Scouting provides invaluable experiences that complement academic learning by promoting personal growth, teamwork, and outdoor skills.

To ensure that students and their parents are aware of the benefits and opportunities that Scouting offers, we are requesting permission to visit [High School’s Name] this fall. Specifically, we would like to:

1. Present brief informational sessions in classrooms to introduce students to Scouts BSA.

2. Set up informational tables during lunch periods or other appropriate times to engage with students and answer any questions they may have.

3. Distribute informational flyers and materials that students can take home to their parents.

We believe that this collaboration would be mutually beneficial, providing your students with access to a program that can enhance their educational experience and contribute positively to their personal development. Our presentations and materials will be designed to be informative, engaging, and respectful of the school's policies and environment.

We would be more than happy to discuss any specific requirements or preferences you might have to ensure a smooth and productive visit. We are flexible and committed to working within your guidelines to make this initiative successful.

Thank you for considering our request. We look forward to the possibility of partnering with [High School’s Name] to enrich the lives of your students through Scouting. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further or to schedule a meeting at your earliest convenience.

Warm regards,

[Your Name]

[Your Position/Title]

Scouts BSA

[Your Contact Information]