

[Chapter Letterhead]

[Date]

Mr./Mrs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_, of \_\_\_\_\_ Chapter, Order of DeMolay is being considered for the DeMolay International's **Distinguished Service Award**. This award recognizes the outstanding service of a DeMolay to others: in his home, school, community, church, country and Chapter.

DeMolay is a service and leadership organization open to young men from 12 to 21 who believe in God and are of good moral character. Founded in 1919, DeMolay International has had over 1 million members, and continues its commitment to leadership and character development among young men today.

To qualify for the award, a DeMolay must demonstrate a willingness to give freely of his time and efforts in the service of others while striving to fulfill his own individual ideals and beliefs through his daily actions. It is necessary that we obtain written references on behalf of \_\_\_\_\_ and would appreciate your participation in this important endeavor by providing your impressions of \_\_\_\_\_ in the area of \_\_\_\_\_.

We hope that you will help us to encourage worthy accomplishments by today's youth through the submission of a letter. Your appraisal will be important in the final decision. Please forward your letter of reference to the address below.

Thanks for your assistance in this very important project!

Sincerely yours,

\_\_\_\_\_  
Chapter Advisor  
\_\_\_\_\_  
\_\_\_\_\_