**TO:** First Last­

**FROM:** First Last

**DATE:** Month Day, Year

**SUBJECT:** Subject

Dear (School Administrator),

\_\_\_\_\_\_\_\_\_\_\_\_\_ has been selected as one of just 200 Girl Delegates from around the country to participate in the 2017 Girl Scout National Council Session/54th Convention in Columbus, Ohio, October 4-6, 2017. This event gives Girl Delegates a first-hand experience with civic engagement and a unique exposure to the democratic process, parliamentary procedure, and the Girl Scout Federated Model.

The outcomes for the girls attending this significant event are:

* Girls will seek challenges in the world and develop critical thinking.
* Girls will identify issues in their local and global communities, learn skills for action, and advocate for themselves and others, locally and globally.
* Girls will develop healthy relationships and promote cooperation and team-building.
* Girls will advance diversity in a multicultural world.
* Girls will educate and inspire others to act.
* Girls will identify community needs and be resourceful problem solvers.

The Girl Scout National Council Session has been endorsed by Girl Scouts of the USA and (Council) as an important opportunity for these students to learn valuable skills to become future leaders.

I strongly encourage you to excuse \_\_\_\_\_\_\_\_\_\_\_\_\_\_from school to participate in the 2017 Girl Scout National Council Session, October 4-6, 2017, as well as excuse her for any necessary days for travel to and from Columbus, Ohio. If you have any questions, please do not hesitate to contact me.

Sincerely,

Chief Executive Officer

(Council)