



**It starts with Scouts.**

John Doe  
Scouts Canada  
52 Upper Adanac Road  
Adanac, H0H 0H0  
(555)-555-1212  
jdoe@jdoe.ca

Reverend Jane Smith  
Knox Presbyterian Church  
604 Lower Adanac Road  
Adanac, H0H 0H0

**SAMPLE ONLY**

July 28, 2011

Dear Reverend Smith:

I am writing to tell you that I have been appointed by Scouts Canada to launch a new Scout Group in Adanac. Scouts Canada has had tremendous success in operating programs that help youth develop mentally, socially, physically and spiritually. In Canada there are over 3,000 Scout Groups providing programs to over 78,000 youth.

I am sure you agree that providing quality programs that engage youth is a very important business and that is why I chose to volunteer with Scouts Canada in launching a Group locally. I do need help and that is why I am letting you know that I will be calling you to set up a meeting. I need about twenty minutes of your time to discuss how Knox Presbyterian Church might be able to assist me.

I look forward to talking to you within the next few days and am hopeful your schedule will permit this meeting. If you would like to contact me between now and then, please feel free to use the above contact information.

Sincerely,

John Doe  
Scouts Canada