

Example of PMC-MSA Letter of Completion

CURRENT DATE

Dad First Name Last Name
Executive Officer - [Jurisdiction]
[Mailing Address]

Dear Dad Last Name:

I have completed my term as Master Councilor of _____ Chapter. At least six new DeMolays were initiated during my term of office. Listed below are the dates and activities _____ Chapter held to comply with the MSA requirements.

[Be very specific as to what happened, approximately how many DeMolays attended, how many Advisors, how many others, the times of the activity, the success of the activity in your opinion]

Sincerely and fraternally,
your signature here

type your name here
type your address here
type your area code and phone number here

I certify on my honor as Chapter Dad or Chairman the accuracy of the events described.

Signature of Chapter Dad or Chairman

This letter of intent may be sent as e-mail providing it is sent within the time periods specified and should be a pass-on from the Chapter Advisor or Advisory Council Chair.