

## Example of PMC-MSA Letter of Intent

### CURRENT DATE

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

Dear Dad Last Name:

It is my intent, as Master Councilor of \_\_\_\_\_ Chapter to qualify for the Past Master Councilor's Meritorious Service Award during my term, (specify dates).

I have, with the cooperation of the other two Councilors and the Advisory Council, completed the enclosed written program of activities for my term. I have seen to it that this written program has been duplicated and distributed to the members of my Chapter.

On my honor as a DeMolay, I state that I have learned and committed to memory the Opening and Closing ceremonies as found in the Ritual.

Sincerely and fraternally,  
your signature here  
type your name here  
type your address here  
type your Area Code and phone number here

I certify the above statements to be true.  
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.