**Dear Mr, Mrs, Sir, Madam, Title**

**(Your name), as part of my Girl Scout Gold Award, (made/created/fabricated) (insert item) to fulfill an expressed community (request/need).**

**The (item/s) is/are complete and ready for use/display.**

**I am now transferring the responsibility of upkeep, storage, and maintenance of the (item/items) to (organization/business/government agency\*should be the same organization or agency listed above in the addressee block).**

**Attached is a list of materials used to create (the item) along with (insert all that apply from the following list)**

* **suggested maintenance**
* **schedule/manufacturer**
* **instructions/schematic**
* **drawings/plans, etc**

**It took my team XX hours and XX dollars to complete (item/items). I am proud to add value to my community through my Girl Scout Gold Award project. I received the following comments about the item (insert any feedback).   It was my pleasure to help make the world a better place.  Thank you for the opportunity to meet the needs of your (community/organization/agency...etc.). Thank you for this chance to make a lasting impact.**

**Respectfully,**

**Girl Scout Name**

**Girl Scouts of Eastern Pennsylvania**

**(Senior or Ambassador) Girl Scout Gold Award Candidate**