

Example of PMC-MSA Letter of Intent

CURRENT DATE

Dad Bill Millett,
Executive Officer - Atlantic Provinces
49 Kelly Road,
Moncton, New Brunswick
E1A 3R9

Dear Dad Millett:

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.