



Luke Killeffer
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Ms. Shannon Oteri
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September 19, 2019

Dear Ms. Shannon Oteri,

My name is Luke Killeffer, and I am a Life Scout in Troop 41 Abington, Massachusetts. I have been in Boy Scouts and Troop 41 for seven years, and I have held several positions of leadership within the troop, including Patrol Leader, Senior Patrol Leader, and now Junior Assistant Scoutmaster. The highest rank in Boy Scouts is the rank of Eagle Scout, which I have been diligently working towards.

Over the spring and summer I began working on my Eagle Scout Project, which is meant to be a large project to benefit the community. The American Legion Post 112 in Abington is my troop's charter organization, and so I selected them to be my project beneficiary. My project consisted of a major renovation of an upstairs room, replacing a broken door, renovating a large attic space, disassembling an unused HVAC system, and repairing the floor and window for the HVAC exhaust. You can see some pictures of my project here: <https://killeffer.com/lukes-eagle-scout-project/> The project was completed at the beginning of September 2019, and the American Legion Commander was extremely impressed with the work, effort, project results, and my communication with him over the course of the project. The newly renovated space can now be used for an office for the Legion, as well as creating another very large space which was previously extremely cluttered and otherwise unusable.

I am writing to you to ask a favor. In order to earn the Eagle Scout rank, I need to complete a project workbook and obtain several references that can attest to my character and how closely I adhere to the Scout Oath and Scout Law in my daily life. I believe that you would be an excellent choice to offer a recommendation for me. Recommendations are to be sent directly to my Scoutmaster, and so I have included an addressed and stamped envelope that you can use to send your thoughts to him. Typically Eagle candidates are never shown the recommendation letters that are submitted. Unfortunately I am running up against a tight deadline to complete all the paperwork for my Eagle Scout rank, ***so if you could please send a recommendation letter for my to my Scoutmaster no later than Wednesday, October 2nd I would truly appreciate it.*** Thank you very much for your time, consideration, and your help with my work towards achieving a lifelong goal!

Sincerely,

Luke Killeffer
Eagle Scout Candidate and Junior Assistant Scoutmaster
BSA Troop 41 Abington MA