

## Example of PMC-MSA Letter of Intent

CURRENT DATE

Dad John Coulter,  
Executive Officer – Oregon DeMolay  
P.O. Box 66214  
Portland, OR 97290

Dear Dad Coulter:

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 Chapter Chairman*

**This letter of intent may be sent as e-mail (eo@ordemolay.org) providing it is sent within the time periods specified and should be a pass-on from the Chapter Chairman or Chapter Dad.**