YOUR NAME  
YOUR STREET  
YOUR CITY, STATE AND ZIP

“Dad” <NAME OF CHAIRMAN>  
HIS STREET  
HIS CITY, STATE AND ZIP  
  
 <INSERT TODAY’S DATE> 

Dear “Dad” <NAME OF CHAIRMAN> and the members of the Advisory Council:

I am writing to inform you of my intent to run for the office of Master Councilor in the next Elections of Officers that our Chapter will hold on <DATE>.

I have been in DeMolay for <TIME>. During that time I have held the offices of<INSERT>.

It has been my responsibility to plan several events over the last three years. Including <INSERT LIST OF EVENTS>

I have successfully completed the <WHAT LEVEL> of the Leadership Correspondence Course and I am a Representative DeMolay. I have attended <LIST STATE OR REGION EVENTS>

I am currently in the <Grade> at <School>. In addition to DeMolay, I patriciate in<LIST EVENTS>.

If I am elected Master Councilor of our Chapter I will <LIST THREE GOALS>

I have discussed the responsibilities with my parents and they approve of my running. Please feel free to contact them to discuss the responsibilities of my office at <PHONE> or Email.

I really look forward to serving our Chapter as Master Councilor next term

Sincerely,

<YOUR NAME>