Return address

Oradell, NJ 07649

date

The Honorable….xxxxxxxxxxxxxx

xxxxxxxxxxxxxx

xxxxxxxxxxxxxxx

xxxxxxxxxxxx

Dear Senator xxxxxxxxxxxx:

The Oradell Girl Scouts would like to invite you to a Town Wide Awards Ceremony. At this ceremony, we will be honoring the achievements of our Girl Scouts who have earned Gold and Bronze Awards for their community service projects.

The ceremony will be held on XXXXXXXXXXXXXX at TIME in the Oradell Borough Hall, 355 Kinderkamack Road, Oradell, NJ. Refreshments will immediately follow.

We would be greatly honored if you could attend this ceremony. If you would like to say a few words at the ceremony, please let us know so we may include your name in our program booklet. Please RSVP by XXXXXXXX to

Your name (email: xxxxxx@yahoo.com phone: 201-xxx-xxxx)

 address

 Oradell, NJ 07649

We would also appreciate receiving a letter or certificate from your office acknowledging each Girl Scout’s achievement. If you are unable to attend, kindly mail certificates to XXXXXXX at the address above. Attached is a list of the girls who will be receiving their award.

We appreciate your taking the time from your busy schedule to help us acknowledge the girls’ community service projects.

Sincerely,

Oradell Girl Scout Leaders

Troop xxx, Troop xxxx, Troop xxx, Troop xxxx

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*Gold Award Recipients (12th grade)* Troop xxx

Name

Name

Name

*Silver Award Recipients (8th grade)* Troop xxxx

Name

Name

*Bronze Award Recipients (5th grade)* Troop xxxx

Name

Name

Name

*Bronze Award Recipients (5th grade)* Troop xxx

Name

Name

Name