**SAMPLE LETTER TO PRINCIPAL/COUNSELOR**



Principal/Counselor,

First, I would like to introduce myself. I am xxxxxx, Commander, American Legion Post #xxx. We are pleased to announce the Department of Alabama’s 2023 State High School American Legion Oratorical Contest. The Oratorical Contest presents our nation’s high school participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation’s laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights, and privileges of American citizenship.

Not only do we provide them the academic challenge, but young orators earn some of the most generous college scholarships available to high school students. Over $138,000 in scholarships are awarded each year. The national contest held in Indianapolis, IN, awards scholarships of $25,000, $22,000, and $20,000 to the first, second, and third place finishers, Whereas the Department of Alabama awards $2,500, $1,500, and $1,000 respectively. **The 2022 National Oratorical winner was Ms. Emma Noble, from Birmingham, Alabama, who was awarded a total of $29,500 in scholarships.**

I have included a brochure explaining the scholarship program and how your outstanding students can compete for local as well as national scholarships offered by the American Legion. The American Legion National website will provide more details of the program: <http://www.legion.org/oratorical/about>

For more information concerning the participation of any of your outstanding students please contact me directly at xxx-xxx-xxxx.

Thanking you in advance.

Sincerely,

**Your name here**

**Commander**

**American Legion Post # XXXX**

\*\*The brochure can be printed from the web page.