

***Please note this template is an example. You may follow the verbiage word for word if you choose or use your own verbiage, ensuring the letter's contents are similar. The letterhead is used for the example and should be replaced with your organization's letterhead.**

(Date)

Dear (FSL Advisor),

We, the (chapter) of (organization), are writing to submit a letter of intent to acquire approval to host intake events for the (spring/fall xxxx) semester. We have attained approval from (the appropriate national representative/entity) and have attached their approval letter. We request this approval from (the Council) and the Office of Fraternity and Sorority.

Our chapter intends to host intake events to expand our organization and continue upholding our (pillars/principles) of (insert pillars/principles) while helping students find a community on SIU's campus.

We will be hosting (x number of social/recruitment/rush events and x number of informational/interest meetings). Potential new members are required to attend (x number of recruitment/rush events and x number of informational/interest meetings) to be (offered a bid/considered for membership). Our calendar of events is as follows:

- Recruitment/rush events will take place from (xx/xx/xxx to xx/xx/xxx)
- Applications are due on (xx/xx/xxxx)
- Interviews will take place on (xx/xx/xxx, xx/xx/xxxx, and xx/xx/xxxx)
- Voting will take place at chapter on (xx/xx/xxxx)
- Our new member process will begin on (xx/xx/xxxx). We plan to have weekly meetings and will conclude with initiation on (xx/xx/xxxx)

We thank you for your consideration. If you have any questions, feel free to contact us directly.

Sincerely,
(Signature)
(Name), Chapter President

(Signature)
(Name), Chapter Advisor