

Sample Invitation Letter

Date

Name
Address

Dear

As a student who meets the high academic standards required for membership in Sigma Tau Delta, International English Honor Society, you are invited to complete the attached application for membership. Student membership in Sigma Tau Delta is by invitation only to select undergraduate and graduate students currently enrolled at a four-year college or university with an active Sigma Tau Delta chapter.

The chapter name Chapter of Sigma Tau Delta at school name was chartered in year. Chapter members mention important chapter activities. In addition to chapter opportunities, members receive a personalized Sigma Tau Delta membership certificate and official Society pin, and are eligible to apply for Sigma Tau Delta scholarships, participate in international conventions, and submit original work for publication and writing awards. The attached flyer provides additional information about Sigma Tau Delta, eligibility requirements, and membership benefits.

If you would like to be included in this fall's/spring's induction ceremony, please complete and return your application, unofficial grade transcript, and \$amount to cover local dues [if applicable] and the \$40 international induction fee. Your completed form must be received by date to be considered for the upcoming induction ceremony.

We congratulate you on your outstanding academic record and hope you will accept our invitation to join us as a Sigma Tau Delta member. If you have any questions, please contact name, the chapter name President.

Sincerely,

(Chapter Faculty Sponsor, Department Chair, etc.)

7/2012