Sample Invitation Letter

Date

Name

Address

Dear Name of eligible student,

I am pleased to inform you that you have been selected to become a member of Upsilon Sigma – The Urban Studies Honor Society. Upsilon Sigma is sponsored by the Urban Affairs Association, the largest interdisciplinary urban research organization in the world.

Membership in Upsilon Sigma is by invitation only to select high-achieving students currently enrolled at a college or university with an official Upsilon Sigma chapter. Your selection is based on the excellent academic record you have attained. I am writing to formally invite you to complete the attached application for membership.

The Upsilon Sigma chapter at Institution Name (Unit Name) was chartered in year. Chapter members highlight important activities of chapter. In addition to chapter opportunities, members receive a personalized Upsilon Sigma membership certificate and special discounts on Urban Affairs Association membership dues and conference registration rates.

If you would like to be included in our induction ceremony planned for “date”, please complete the following steps:

1. Step 1: example: complete an application
2. Step 2: example: submit your transcript
3. Step 3: example: pay your $36 induction fee by check to \_\_\_\_\_\_or online at: URLxxxx

Deadline: DATE --All required materials must be received by date to be considered for the upcoming induction ceremony.

Congratulation on your outstanding academic record! We hope that you will accept our invitation to join us as an Upsilon Sigma member. If you have any questions, please contact name of contact person.

Sincerely,

(Chapter Faculty Adviser, Department Chair, etc.)