

Sample Letter to Elected Officer Parents

Date:

(chapter officer parent's first and last name)
(chapter officer address)

Dear Mr. and/or Ms. (officer's last name):

Congratulations! (Officer's first name) has recently been elected by his/her peers to serve as a chapter officer of the (chapter name) chapter. This is a tremendous honor bestowed on only six members of the chapter each year. You must be very proud of him/her. (First name) has obviously established a positive reputation as a leader among the members of our chapter as they have chosen to entrust him/her with the leadership of our chapter. You have been instrumental in the development of her/his talents, skills, and attitude. Thank you!

You're invited to attend an officer & parent orientation meeting scheduled for (date). The meeting will be held at the (location) in (town or city) at (restaurant address and telephone number) to begin at (time) and conclude at (time). Dinner will be hosted by the chapter.

Enclosed is a tentative agenda for the meeting. Please bring your family calendar for the summer months as well as any questions that you have regarding your son/daughters experience as an officer. We will be setting our summer meeting dates during this meeting.

Again, congratulations! We are looking forward to working with you and (officer's first name) and helping him/her grow as a leader. If you have immediate questions, please call.

Please RSVP by (date) at (department telephone number).