

(date)

(Name)

(Address)

Dear (Formal Name of Registrar):

Kappa Delta Pi, Honor Society in Education, is preparing for its **[Fall/Winter/Spring/Summer**] semester initiation. This year, the initiation will be held on **[date]**. As a chapter leader, I request your assistance in developing our invitation list. To ensure we invite all deserving individuals, the **[Greek Name**] Chapter of Kappa Delta Pi is asking you to generate a list of students who match the following criteria:

**Undergraduates:**

* At least 18 credit hours completed
* A cumulative grade-point average of 3.00 (on a 4.00 scale)
* At least 6 semester hours of Education courses programmed, in progress, or completed

**Graduate Students:**

* Accepted into the graduate program and pursuing coursework in education

**Alternative Certification Students:**

* Hold a baccalaureate degree
* Completion of at least 3 semester hours of the alternative certification program
* A cumulative grade-point average of at least 3.25 (on a 4.00 scale)

The preferred format for the list of students is in an Excel document with name, address, email address, and expected graduation date. It would support our efforts greatly to receive this list by **[date]**.

We appreciate your help in our pursuit to recognize students who excel scholastically in the field of education. If you need more specific information about our needs, please contact me at **[Phone Number]**.

Sincerely,

Name

(Chapter Leadership Position Title)

(Chapter Greek Name)

Kappa Delta Pi