Formal Business Format

**Sample Invitation Letter**

Dear (Student Name):

As a student who meets the high academic standards required for membership in Chi Alpha Epsilon National Honor Society, you are invited to join the (insert Greek designation) chapter at (insert your institution). Student membership in Chi Alpha Epsilon is by invitation only to select undergraduate and graduate students currently enrolled at a four-year college or university with an active chapter.

The (insert Greek designation) Chapter of Chi Alpha Epsilon at (insert institution name) was chartered in (insert year). Like you, current members demonstrate our Five Pillars of Excellence: Excellence, Scholarship, Leadership, Ingenuity, and Service. In addition to institutional and national opportunities, members have the opportunity to participate in a national conference.

If you would like to be included in this fall’s/spring’s induction ceremony, please complete and return your application, unofficial transcript, and (if applicable, the amount to cover 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 Chi Alpha Epsilon National Honor Society. If you have any questions, please contact name, the chapter name Advisor/President.

Sincerely

Chapter President

Chapter Advisor

Formal Business Format

**Sample Invitation Letter**

Dear Scholar and Prospective Member:

Congratulations! This invitation to join the (Greek designation) chapter of Chi Alpha Epsilon Honor Society comes in recognition of your excellent academic record at (institution name). (Insert your program name) and university are very proud of your accomplishments and pleased to invite you to national and chapter membership in Chi Alpha Epsilon.

Chi Alpha Epsilon was formed in 1989 to recognize the academic achievements of students selected to participant in higher education opportunity programs, such as the (your program name) program. Its purpose is to promote continued high academic standards, create unity amongst its members, and to honor academic excellence achieved by students. We hope that you will accept our invitation to begin a lifetime affiliation with Chi Alpha Epsilon. Members of Chi Alpha Epsilon understand that learning is a continuing process and are keenly aware of their contribution to the college community. The (Greek designation) chapter of Chi Alpha Epsilon seeks to recognize outstanding scholarly achievement and encourage, promote, and maintain excellence in scholarship, and community engagement. We seek to develop members who demonstrate academic and personal excellence and serve as examples of scholarship, leadership, character, service, and advocacy for students who have been traditionally underrepresented in the academy.

Our mission is to develop scholarly, ethical, and socially responsible members committed to contributing to the college community and their respective field of interest through leadership and social responsibility.

Should you accept this invitation, please complete and return your application, unofficial transcript, and (if applicable, the amount to cover induction fee). Your completed form must be received by (date to be considered) for the upcoming induction ceremony.

Sincerely Yours,

Chapter President

Chapter Advisor

**Suggested Academic Dean's Letter of Support to Invited Students**

To Our Academically Successful Students:

The local chapter of the national Honor Society of Chi Alpha Epsilon has notified me that you are a candidate for this year’s induction to membership in the Society. By now you should have already received your invitation to join. Let me congratulate you. This is indeed an honor since membership is by invitation only.

I highly recommend that you accept this invitation to membership in the Society. There are few accolades given students to recognize their academic accomplishments these days. This membership does just that and will follow you the rest of your life. Membership in the Society can be used on your resume and is an important indication to prospective employers about your academic accomplishments as well as to your character and commitment to responsibility.

The induction ceremony to be held on (insert date) serves to publicly recognizes you for your accomplishment. If you have any questions or have not received your invitation to membership, please contact the chapter president/chapter advisor, (insert contact information).

Again congratulations and I hope you will accept this honor.

Dear Prospective Honorary Initiate:

It is a distinct pleasure that we offer you an opportunity to become a member of the national Honor Society of Chi Alpha Epsilon. (Insert program name) has selected you to be one of this year’s recipients of membership for your demonstrated support of the program and promotion of academic excellence. (Insert Greek designation) is a newly formed chapter of Chi Alpha Epsilon and it is important that we select individuals from the faculty, administration, and staff who exemplify through their activities, above and beyond their expected responsibilities, the principles upon which the honor society was founded. Our inaugural induction ceremony will serve as the foundation for recognition of academic excellence achieved by our students, our faculty and our staff, and as such, we respectfully require that you attend to receive this recognition and membership.

The induction ceremony will be held (insert location) on (insert date and time) with a light reception to follow. Enclosed for your inspection are informational materials about Chi Alpha Epsilon, the (insert your program), and this year’s initiate class. The chapter will cover the cost of your initiation as our token of appreciation for your support of academic excellence at (insert institution name).

We request that you notify (designated person) of your acceptance no later than (insert date). You may reach (designated person) at (insert contact information). We would also appreciate receiving additional biographical materials or curriculum vitae to assure that our introduction is accurate.

**Acknowledgement Letter to Students**

Dear Chi Alpha Epsilon Initiate:

The (insert institution name) Chapter of Chi Alpha Epsilon National Honor Society is pleased to acknowledge your acceptance of our invitation to membership in the Society. Your reservations have been made. We look forward to seeing you at the initiation on (insert date, time, and location). Business attire is appropriate for the occasion.

The induction ceremony will begin promptly at (insert time). Once the ceremony begins, you will not be able to participate. Immediately following induction, we will begin the pinning ceremony. You are asked to invite a significant person in your life to pin you. This person could be a faculty member, a parent, a friend – anyone that has had a significant impact on your life and education. The person you select will not be able to join you during the induction ceremony. As such, please ask him/her to arrive approximately an hour after the induction ceremony begins (a waiting around will be reserved for the guests).

We look forward to seeing you on (insert date).