(Date)

Dear (Student),

The (University or College name) athletics department is pleased to inform you that your cumulative grade point average, participation in intercollegiate athletics, and quality character meet the requirements for admission to Chi Alpha Sigma. This national academic honor society is exclusively for college student-athletes, and it is an honor bestowed upon select individuals who meet their criteria. (University or College Name) was awarded the (State and Greek Chapter Name) of Chi Alpha Sigma on (founding date).

While many other honor societies require you to pay an annual fee to maintain your status in the society, the athletics department has covered your membership to Chi Alpha Sigma and this organization recognizes your standing in the society for a lifetime. There are inductee benefits available including scholarships and internships you can apply for, with a full list available by visiting [www.chialphasigma.org](http://www.chialphasigma.org).

You and your fellow inductees will be taking part in an induction ceremony on (date and time) at (location on campus). This is a business-casual event, and while attendance is not mandatory for joining Chi Alpha Sigma, the celebration will offer additional information about the organization. We will feature a speaker and welcome inductees inviting guests to the event, so please invite family and friends to join you. Additionally, you will be receiving a recognition item from the athletics department in recognition of your hard work. (Alternative sentence – Should you wish to purchase a special recognition item prior to your graduation, you may do so at [www.chialphasigma.org](http://www.chialphasigma.org).)

At (University or College name), we are proud to support you in your academic and athletic pursuits. Your place within Chi Alpha Sigma is truly a recognition of your dedication to the ideals of being a student-athlete. Congratulations again on your accomplishments and we look forward to celebrating with you.

Sincerely,

(Chapter Advisor Name(s))

(Chapter Advisor Title)