

Follow-Up on Student Organization Charter Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Recipient's Name]

[Recipient's Position]

[University/College Name]

[Recipient's Contact Information]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our student organization charter approval that was submitted on [Insert Submission Date]. We are eager to begin our activities and contribute positively to our campus community.

As our proposed mission is [Insert Mission Statement], we believe that our organization will enhance student engagement and provide valuable resources to our peers.

If there are any additional documents or further information needed to expedite the process, please let us know. We very much appreciate your guidance and support.

Thank you for your attention to this matter. We look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]