

# Application for Student Organization Charter Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally apply for the charter approval of [Name of Organization], a student organization dedicated to [briefly describe the purpose of the organization]. We believe that this organization will greatly enhance the campus environment by [explain benefits to the campus community].

Our proposed activities include [list key activities or programs], which will promote [describe objectives]. We have gathered a group of [number of members] committed students, and we are eager to contribute positively to our institution.

Attached to this application, you will find the required documentation, including our constitution, membership list, and a plan of proposed activities for the upcoming year.

We hope that you will consider our application favorably. We are excited about the possibility of contributing to our school through [Name of Organization] and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]

[Your Student ID]