

Notification of Charter Approval

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Approval of Student Organization Charter

Dear [Recipient's Name],

We are pleased to inform you that the charter for the [Insert Organization Name] has been approved by the Student Organization Review Committee. Your organization is now officially recognized and can begin utilizing university resources and benefits available to student organizations.

As part of your recognition, we encourage you to review the guidelines for student organizations and take advantage of the opportunities that come with charter status, including access to funding, meeting spaces, and event planning support.

Please ensure that all members familiarize themselves with university policies and maintain active engagement within the campus community.

If you have any questions or need further assistance, do not hesitate to reach out to the Office of Student Affairs.

Congratulations on your achievement!

Sincerely,

[Your Name]

[Your Position]

[Office of Student Affairs]

[University/College Name]

[Contact Information]