

Request for Student Organization Charter Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing on behalf of [Organization Name], a newly formed student organization at [Institution Name]. We are seeking your approval for our charter.

The mission of [Organization Name] is to [briefly describe the mission and purpose]. Our goals include [list key goals, e.g., fostering community, providing resources, organizing events, etc.]. We believe that our organization will greatly benefit the student body and contribute positively to the campus culture.

We have gathered support from [mention any faculty advisers, community members, or groups] and have outlined our plans for the upcoming semester. We request the charter approval to officially operate and begin our activities.

Please find attached our charter application and any additional documents required for your review.

Thank you for considering our request. We are looking forward to your favorable response.

Sincerely,

[Your Name]

[Your Position in Organization]

[Organization Name]

[Your Contact Information]