

Student Organization Charter Application

Date: [Insert Date]

[Your Name]

[Your Position, if applicable]

[Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit an application for the charter of our student organization, [Organization Name]. Our mission is to [briefly describe the purpose and goals of the organization]. We believe that our organization will benefit the student community by [explain the impact or contribution].

Enclosed with this letter are the completed application form, a list of proposed members, our constitution, and any other required documents for your review.

We appreciate your consideration of our application and look forward to the opportunity to contribute positively to our campus community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Organization Name]