

Address
City, State, Zip
Date

SAMPLE LETTER
Introduce Educators

Name
Address
City, State, Zip

I am President of (*or a member of*) _____ Chapter of The Delta Kappa Gamma Society International. Our chapter encompasses the area of Vermont in which you work and has (*number*) members from elementary through university levels. Several of our chapter members are from your *town, city or region*.

The Delta Kappa Gamma Society is an international honor society of *Leading Women Educators Impacting Education Worldwide* founded in 1929. Members from seventeen countries number approximately 100,000. Our chapter is one of six chapters in Vermont that make up DKG Vermont, our state chapter. We are always looking for outstanding educators to honor. I am enclosing a brochure to tell you a little more about our Society.

Please call me at (*phone number*) or e-mail me at (*e-mail address*), if you are interested in attending one of our meetings. We look forward to meeting you. In the meanwhile, please accept our best wishes for success in your teaching career.

Sincerely,

(*Signature*)

Typed Name
_____ Chapter President (*or member*)

Enc: *You and Us: Breaking Glass Ceilings Worldwide*