

Delta Kappa Gamma Society International
DKG Vermont State Organization

Address
City, State, Zip
Date

SAMPLE LETTER
TO HONORED EDUCATOR

Name
Address
City, State, Zip

Dear Mrs., Miss, or Ms. _____,
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.

On behalf of Delta Kappa Gamma I extend congratulations on your recent honor as (name it), as reported in the _____ (name where you read an article or heard of the honor). I read about it with interest and pride. You are to be commended for your dedication to your students. It is educators such as you who help raise the image of teachers and other teachers aspire to become.

The Delta Kappa Gamma Society is an international honor society of “key women educators” 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.

We would like to especially honor you for your award that exemplifies your outstanding work at our upcoming meeting on (date, time and place). At this meeting we will be (tell what is happening at the meeting). We hope you will be able to attend. We will be happy to meet you and you, in turn, can learn more about us. Perhaps you may even know some of your fellow educators at the meeting.

Please call me at (phone number) or e-mail me at (e-mail address), if you are able to attend our meeting. We look forward to meeting and honoring you. In the meanwhile, please accept our best wishes for continued success in your teaching career.

Sincerely,

(Signature)

Typed Name

_____ Chapter President (or member)

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