



Sample Congratulations to Civic Leaders

Mr. John Doe
123 City Street
Town City, State 12345

Dear Mr. Doe:

The Brothers of Theta Chi Fraternity congratulate you on your recent election as mayor of our fine city. If we can help your office in any way, please let us know. The men of Theta Chi Fraternity pride themselves on developing young leaders for our community. We welcome your involvement with our college and hopefully our chapter over the upcoming years.

Again, congratulations on your election and best of luck for your success.

Sincerely,

The Brothers of Theta Chi Fraternity

Sample Letter to Neighbors

Mr. and Mrs. Joe Brown
9876 Fraternity Street
College Town, ST 12345

Dear Brown Family,

On Saturday evening, April 10, Theta Chi Fraternity will be hosting a social event. The event will begin at 10:00pm and will end precisely at 1:00am. The event will host approximately 100 people. They will all be students and members of our University's Greek Community.

The chapter will be following the risk management guidelines that were given to you at the beginning of the semester. We will do our best to keep the noise level low. The grounds will be cleaned of all litter no later than 10:00am the next morning. If you have any problems that evening, or at any time, feel free to call our President, Frederick Freeman, immediately. His number is 555-1856.

Thank you again for your continued help and understanding.

Sincerely,

The Brothers of Theta Chi Fraternity

Sample Congratulations Letters to Parents

A. Letter of Congratulations for membership

Mr. and Mrs. John Smith
123 Oak Drive
Town City, State 12345

Dear Mr. and Mrs. Smith,

On behalf of the Brothers of Theta Chi Fraternity we would like to congratulate you on your son's acceptance to our university and our chapter. The fraternity experience is one where your son will continue to grow and develop. It will help make the transition from high school to college life a lot easier.

Our Fraternity is a family, and you are now a part of our family. You are welcome to visit the chapter at any time and take part in your son's experience. We have scheduled Parent's Day for February 15, 20XX at 12 noon. We will be sending more information shortly.

Thank you for supporting your son's decision to join a fraternity. We welcome any questions you may have.

Sincerely,

The Brothers of Theta Chi Fraternity

B. Letter of Congratulations for Academics and Invitation

Mr. and Mrs. John Smith
123 Oak Drive
Town City, State 12345

Dear Mr. and Mrs. Smith,

Congratulations to you and your family on your son making the Dean's List. The Brothers of Theta Chi Fraternity are proud of Mike and his hard work. He has definitely raised our chapter's reputation and standard as an academic fraternity.

He will be receiving an award from the chapter at our annual Scholarship Banquet. It will be held at the University Reception Room on May 20, 20XX at 7:00pm. You are invited to attend and share in this honor. If you have any questions, please call Frederick Freeman, Parent Relations Chairman, at 111-555-1856.

Sincerely,

The Brothers of Theta Chi Fraternity

Sample Letters to Alumni/ae

A. Letter of Appreciation

Mr. Arthur Chase
1856 Norwich Dr.
Anytown, State 12345

Dear Brother Art,

Thank you for visiting the chapter during your recent business trip. The brothers enjoyed meeting you and sharing stories of brotherhood. Your donation was appreciated as well. All alumni donations go to our alumni fund, which supports the chapter alumni room and alumni events/newsletters.

We would like to take this opportunity to invite you to the chapter's next alumni event. We are having a barbecue before the homecoming football game vs. Rival Tech. This gathering is open to your entire family. More information will be sent to you shortly.

Feel free to call upon the brotherhood if you are in the area again. You are always welcome at the chapter.

Fraternally,

The Brothers of Theta Chi Fraternity

B. Letter of Recognition

Mr. Arthur Chase
1856 Norwich Dr.
Anytown, State 12345

Dear Brother Art,

Congratulations on your recent election to the State Senate. The chapter is proud of your accomplishment. It is always a pleasure to see Theta Chi members assume leadership roles in our society. The fraternity will continue to teach the ideals that help develop future leaders.

We wish you the best of luck in your new position. If the chapter can help you in any way during the upcoming months, do not hesitate to ask. Our Helping Hand is always extended to you.

Fraternally,

The Brothers of Theta Chi Fraternity

Sample Thank You Letters

The following letters should be typed, using chapter stationery or NEATLY handwritten on thank you cards. Handwritten letters on chapter stationery not only looks bad, it violates the rules of etiquette.

A. Letter to a legacy's relative or a recruitment recommendation who joined your chapter

October 13, 2008

Joe Doe
2 Real World
Anytown, US 12345

Dear Brother Doe:

We are happy to announce that John Doe has accepted a bid to join Delta Chi and is now a member of our fraternity. We thought we would take a little extra time to tell you how pleased we are that John decided on D-Chi as his fraternity. As you can imagine, many fraternities were interested in him and the competition was extremely keen.

We are pleased that the spirit, character and reputation of Delta Chi convinced him that ours was the fraternity for him.

To be sure, our chapter is most grateful to you for letting us know about John. Without your assistance, we might not have been able to associate with him. The information you forwarded was invaluable in the assessment of John's abilities, and allowed us to determine early that he is a man who meets the high standards of our fraternity.

You would be pleased to know, too, that John's high regard for you influenced him in the direction of Delta Chi.

Again, thank you for your thoughtfulness. We know that you are as pleased as we are to call John a Brother.

Fraternally,

Shawn Timmons
Recruitment Chairman

B. Letter of appreciation

October 13, 2008

Jane Doe
2 Real World
Anytown, US 12345

Dear Mrs. Doe,

On behalf of the Delta Theta Chapter of Delta Chi, I wish to extend sincere thanks to you and our Mothers Club for buying us a new television set. Quite often, we appear to take for granted so many of the contributions of the Mothers Club. We want you to know, however, that your thoughtfulness is always appreciated - even though it may not always be acknowledged. You know the fraternity house is yours as well as ours, and we hope you will feel free to stop in and visit with us.

Thanks again.

Sincerely,

President
Delta Theta Chapter of the Delta Chi Fraternity

Sample Post Card Communications

We missed you!

Dear Sue,

We missed you at our last meeting! If you're free, our next meeting will be at 7 p.m., September 15 at TGIFriday's on Main St. Hope to see you there!

Sincerely,

Karen Smith
Corresponding Secretary

A neighbor

Dear Sue,

Guess what! You have a DG neighbor! Her name is Linda Jones and she lives at 234 Elm St. Please take the time to visit your Delta Gamma neighbor and, when you find more DGs, let us know!

Sincerely,

Karen Smith
Corresponding Secretary

P.S. This postcard was also sent to Linda with your address!

Event reminder

Dear Sue,

We just wanted to remind you of our upcoming event at Build-a-Bear in Columbus. It will be October 20, from 2-4 p.m. and we'd love to see you there!

Sincerely,

Karen

Event announcement to absent member

Dear Sue,

We haven't heard from you in a while but hope you're doing well. We wanted to make sure you knew of our chapter's exciting and upcoming event at Build-a-Bear in Columbus. It will be October 20, from 2-4 p.m. We'd love to see you there!

Sincerely,

Karen Smith
Corresponding Secretary