*[Month 1, 2013]*

*[Organization Headquarters]*

*[Address line one]*

*[Address line two]*

*[Contact Information]*

Dana D. Behum

Assistant Director of Student Involvement for Fraternity and Sorority Life

Ohio Wesleyan University

61 S. Sandusky St.

Delaware, OH 43065

[GreekExcellence@owu.edu](mailto:ddbehum@owu.edu)

Dear Dana D. Behum,

We, the [*inter/national headquarters]* of [*Beta Beta Beta* *fraternity/sorority]* acknowledge that the [*Alpha Beta ]*chapter [*meets/does not meet]* the following requirements:

* The chapter abides by the [*Beta Beta Beta fraternity/sorority]* Constitution
* The chapter has submitted and had their updated chapter Bylaws approved by [*inter/national headquarters]* 
  + Date approved *(\_\_/\_\_/\_\_\_\_)*
* The chapter is current with its *[inter/national headquarters]* dues payments
  + Date payment received *(\_\_/\_\_/\_\_\_\_)*
* The chapter has obtained proper Insurance coverage for the 2013-2014 academic year
  + Date payment received *(\_\_/\_\_/\_\_\_\_)*
* The chapter *[has/has not been]* found responsible for violating any *[inter/national organization policies]*.

If you have any further questions, please contact [*Person Of Choice*, at [InsertEmailAddress@email.com](mailto:InsertEmailAddress@email.com)]

Signed,

*[Person Of Choice]*

*[Title]*

*[Contact Information]*