

(date)

Dear (student name):

In recognition of your outstanding scholastic record, you have been nominated for membership in the (name of institution) Chapter of [**Sigma Beta Delta**](http://www.sigmabetadelta.org/), international honor society in business, management and administration.  As President of the (name of institution) Chapter of Sigma Beta Delta, it is my pleasure to extend to you this membership invitation.  I speak for the entire chapter when I say that we hope you will accept this invitation to membership.  Your acceptance of this honor will signal the world of your collegiate accomplishments and your promise of future achievement.  As a Sigma Beta Delta member, you join a prestigious group of academic and business leaders dedicated to the continual pursuit of meaningful aspirations.  Sigma Beta Delta membership conveys academic excellence and a commitment to high principles and superior achievement throughout your lifetime.  Truly, your Sigma Beta Delta designation will set you apart from the crowd.

The lifetime membership is a one-time fee of ($fee) plus processing which includes your certificate of membership, a golden SBD lapel pin, Fellowship and Networking opportunities, a lifetime of honor and recognition and yearly newsletters.  Following your acceptance of membership, you will receive an invitation to and details about the Sigma Beta Delta induction ceremony.  If you find you will be unable to attend the ceremony, we will be glad to arrange for you to be inducted at another time so that you can still receive the benefits of membership in Sigma Beta Delta.  Please accept this invitation no later than (date).

To register you must follow these steps:

1. Visit <http://sigmabetadelta.org>
2. Click on the Become a member link at the top left of the page
3. Follow the instructions on screen and continue when ready
4. On this Invitation page select (name of institution)
5. Enter this invite id code: (invite id code)
6. Complete the application.

Congratulations on your election.  We look forward to welcoming you into the (name of institution) chapter.

 Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President

(name of institution) Chapter

Sigma Beta Delta

Other items that could be included in the letter;

* Information about the induction ceremony – Date, time, place
* Who can the students invite to attend the ceremony
* Dress code for the ceremony
* Wording to encourage them to register as quickly as possible