Dear <Department, Person or Organization>,

Phi Sigma Pi, a gender inclusive National Honor Fraternity, is offering it’s award-winning Leadership Academy in early 2019. It would be our honor as Members of the <Chapter name> Chapter to represent the <university name> at the Phi Sigma Pi Leadership Academy in <host city> from <dates>.

The Leadership Academy is a Nationally sponsored event where Members of Phi Sigma Pi from our regional area gather to develop personal leadership skills, network with Members from other Chapters and develop our Executive Board to continue making an impact on our campus. Some of the opportunities that will be presented to us at the Leadership Academy include:

* Participating in Phi Sigma Pi’s award-winning Leadership in Action program, to strengthen our leadership skills and become certified to facilitate Leadership Modules here at <university name>
* Completing Officer Development Sessions where our current and future Officers will develop the skills necessary to lead our Chapter to make the biggest impact in our campus community
* Learning Recruitment and Retention best practices so that our Chapter can support <university name> students in finding their place on campus
* Personal and professional development sessions where we’ll learn how our leadership style can best be utilized to be successful in our endeavours

In order to send <# of Members> Members to represent our Chapter at the Leadership Academy, we are seeking a generous donation of <Total $ amount for that # of Members> for the entire event. The registration fee includes full access to leadership development workshops, networking opportunities and more. Here is the breakdown of academy costs:

Registration Fee: $49 per Attendee

Total Registration Cost for <# of Members you want to send>:

Lodging Expenses:

Transportation Expenses (Gas):

Total Amount for <# of Members you want to send> to attend the Leadership Academy:

Should you choose to make a donation, our representation at this event will not only be beneficial to our Members in the <Chapter name> Chapter of Phi Sigma Pi, but it will also benefit <university name> as our Members grow as leaders on our campus, in our community and in our professional life after graduation. For more information on Phi Sigma Pi’s Leadership Academy, please visit phisigmapi.org/leadershipacademy or reach out to us via e-mail at <your e-mail address>.

Thank you for your consideration in making a donation and I hope to hear from you soon!

Sincerely,

<Your name>

<Your contact information>