

## ***How to write a Letter of Support (LOS) for a Potential New Member (PNM):***

- Join the Alumnae Association so that you will receive Recruitment updates and information.
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- For clarity and ease of processing the paperwork for each PNM, please type (or handwrite) your letter on a regular, 8 1/2 x 11 size paper. Or you may use your personal stationary.
- You should know the PNM well enough to profile personal character attributes that may not appear in the Recruitment Information Form (RIF).
- **PLEASE** include information that will assist the collegiate chapter in matching the PNM with active members who share similar interests or information that can be “conversation starters.” (i.e., information on summer camps attended, interesting hobbies, extra curricular activities and honors or awards that need special note.)
- Each LOS should include the following:
  - Full Name of PNM
  - High School Attended
  - College Planning to Attend
  - LOS writer’s Full Name and Initiating Chapter
  - LOS writer’s home address, telephone and email address
- Send your LOS to the RIF writer so that she may submit the RIF packet in a timely manner.
- **THE DEADLINE FOR SUBMITTING RIF PACKETS IS MAY 1st**