[DATE]

[STUDENT NAME & ADDRESS]

Dear [STUDENT FIRST NAME],

 The [INSTITUTION & DEPT NAME} would like to recognize your outstanding achievements in the study of foreign languages by inviting you to become a member of Phi Sigma Iota, the International Foreign Language Honor Society. Founded in 1917 at Allegheny College in Meadville PA, this honor society is the highest academic honor in the field of foreign languages and literatures. Phi Sigma Iota now has chapters in over 175 colleges and universities in the United States and internationally.

 The [CHAPTER NAME] Chapter will be inducting new members at its annual ceremony on [DATE]. The program will include [DINNER, IF APPLICABLE] at [LOCATION], student speakers from each of the language sections, and [OTHER PROGRAM EVENTS & SPEAKERS]. The $35 initiation fee includes Lifetime Membership in tthe Society, as well as your Phi Sigma Iota pin and certificate. [IF YOU INCLUDE ADDITIONAL FEES FOR A BANQUET OR CHAPTER DUES, ITEMIZE EACH.] Should the membership fee represent a hardship for you, you may petition the department in writing for a waiver.

 We sincerely hope that you will accept our invitation. If you do choose to join, please bring [AMOUNT] in cash or check to [CONTACT PERSON AND OFFICE LOCATION] by [DATE].

 On behalf of the entire department, congratulations!

Very truly yours,