Dear nursing student/nurse leader,

<Name of honor society> is preparing for application for chapter charter status with [Sigma Theta Tau International Honor Society of Nursing](http://www.nursingsociety.org). STTI, the only international nursing honor society worldwide, is a global community of nurse leaders with members belonging to more than 486 chapters who live in over 90 countries. Through this network, members lead in using knowledge, scholarship, service and learning to improve the health of the world’s people.

Our goal is to become a chapter of STTI by <insert date> (Note: Check with STTI headquarters for an accurate date. The chartering date is typically between 2-3 years from the time of the first induction). STTI requires us to form and operate as a developing nursing honor society for a minimum of 1-2 years prior to submitting an application. We have several requirements that must be met as a developing honor society that will help ensure our success and sustainability as a future chapter.

Membership can be conferred in one of the following membership categories:

* Student
  + Undergraduate students
  + Master’s students
  + Doctoral students
* Professional
  + Nurse leaders

Candidates for membership at the undergraduate, graduate and doctoral levels are typically enrolled in the college or university where the chapter is located to be considered for membership in that category. In the case of an at-large chapter, students are typically enrolled at any of the schools participating in the at-large chapter. If there is no chapter at the institution of higher education where the student attends and the institution has an accredited nursing program,   
student member candidates may be considered for membership in another chapter.

[Membership Eligibility Guidelines](http://www.nursingsociety.org/Chapters/StartChapter/Pages/MembershipGuidelinesforDHS.aspx)

If approved to become an official chapter, <name of honor society> members will be invited to become Charter Members of the new, official chapter and of STTI. The annual STTI fee of US$69.50 and the annual chapter fee of approximately US$\_\_\_\_\_\_ will be due if you choose to accept the chartering invitation that we will send later pending approval of our application. View [STTI membership benefits](http://www.nursingsociety.org/Membership/Benefits/Pages/benefits.aspx) that will be available (pending chapter approval) to our future Charter Members. In the meantime, until we are ready to apply for chapter status and are approved as an official chapter, members of <Name of honor society> will receive the following benefits of belonging to our honor society;

<List benefits here>

For additional information about <name of honor society> or Sigma Theta Tau International, please contact:

<Name, contact information>

Sincerely,

<Name, title, officer role of developing honor society>