**[CIRCLE NAME]**

DATE

«First\_Name» «Middle\_Name» «Last\_Name»

«Address»

«City», «State»

«Zip»

Dear «First\_Name»,

On behalf of the students, faculty and general membership of the [CIRCLE], we offer you an invitation of membership in Omicron Delta Kappa National Leadership Honor Society. We invite you to join the [Nth] class of our organization and we sincerely hope you will accept our invitation.

Members of Omicron Delta Kappa are students that have achieved the rank of junior or senior and are in the top 35% of the class. Members and invitees come all across the campus.

The Lifetime membership fee is $XX.00. To accept our invitation, you must pay the initiation fees no later than [XX:00] pm, [DATE]. New members must pay the through the ODK National Enrollment and Payment form online. <http://odk.org/national-membership-enrollment-and-payment/>

If you do not pay the Lifetime member fees by the specified date and time, we will officially rescind this offer of membership. If you have any questions about the fees or you wish to decline the offer, please contact [NAME], [EMAIL] immediately.

The initiation ceremony will be on [DATE] at [5:00] pm in the [LOCATION – Room, Building, Street Address] Dress is semi-formal. You are welcome to brings guests.

Once again, congratulations on your selection for membership in Omicron Delta Kappa National Leadership Honor Society.

Sincerely,

[Name],

President, [Circle], Omicron Delta Kappa

[Name]

Circle Coordinator, [Circle], Omicron Delta Kappa

[University Title]