**[CIRCLE NAME]**

DATE

Dear [NAME],

Congratulations! On behalf of the members of the [SCHOOL NAME] Circle, we offer you an invitation of membership in Omicron Delta Kappa, the National Leadership Honor Society.

The National Initiation Fee is $94.00. [ADD LOCAL DUES INFORMATION IF NEEDED] To accept our invitation, you must pay the initiation fees no later than [TIME, DATE].

New members must pay the fee [choose one of these for your circle]:

* *[to the circle treasurer at “name of office.” Specify the type of payment accepted.]*

*OR*

* through the MyODK portal. Log in to your MyODK account (my.odk.org), click “Access My Records” on the homepage, then choose “Applicant Dashboard” and you will see a button to submit your payment. If you need more detailed payment instructions, [click here](https://odk.org/steps-to-pay/). Please note there is a $4.00 service fee for online payments.

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

The initiation ceremony will be on [DATE] at [TIME] in the [LOCATION – Room, Building, Street Address]. Dress is business professional. You are welcome to bring guests.

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

Sincerely,

[Name]

President, [SCHOOL]Circle, Omicron Delta Kappa

[Name]

Circle Coordinator, [SCHOOL]Circle, Omicron Delta Kappa

[University Title]