

Name  
Address  
City, State, Zip code  
E-mail address  
(Phone optional)

Date

Sorority  
University  
Address  
City, State, Zip code

Dear Reference Chair:

I am writing to tell you about a wonderful young woman who will be attending your college this fall as a (classification such as freshman, sophomore, or junior) and going through sorority recruitment. Her name is (Jane Doe), but we all call her (Janie). She would make an outstanding member in your chapter. Both her mother and sister are members of (sorority name).

Janie is a charming, enthusiastic, intelligent, happy, well-adjusted and witty young woman. She is very organized and well-liked by her peers. She was selected as an outstanding young woman from Polk High School. She has been a member of the tennis team for four years and plays the piano. Janie is also the editor of her high school yearbook. Other activities include participation in student government and co-chairing the dance marathon this year.

Janie volunteers in her church nursery and at the Salvation Army shelter. In the summer, she teaches tennis at a local camp. She is a member of the National Honor Society, the Quill and Scroll Society, and a National Merit Finalist. As you can guess, her scholastic achievements are outstanding with a 3.8 GPA. Her class ranking is tenth out of 300 students in her graduating class.

I have known Janie personally for most of her life, as she is a good friend of my daughter. I consider her part of my family. Janie's parents, John and Jane Doe, are both active in the community and could support the financial obligations of being a member of a Greek organization. I cannot say enough positive things about her. Please give Janie strong consideration, as I know other sororities will be looking at her as well. She would be a wonderful asset to (sorority name).

Sincerely,  
Your Name  
Your University, Chapter, Year of Initiation

**Basic outline for writing a Letter of Support:**

In paragraph 1 – Introduce the potential member. Include information about the potential member's family members belonging to this sorority.

In paragraph 2 - Include character and personality traits, and awards merited by the potential member. Add involvement in a major fundraiser and the potential member's leadership and activities.

In paragraph 3 - Show the potential member's participation in community service. Show the potential member's scholarship and geographical/class balance.

In paragraph 4 – Give your relationship to the potential member and her ability to meet the financial obligations of the sorority.