



**Fraternity and Sorority Life**

Leadership and Engagement

University of Iowa  
154 Iowa Memorial Union  
Iowa City, Iowa 52242  
319-335-3059  
[fsl.uiowa.edu](http://fsl.uiowa.edu)

*(Date)*

Dear *(NPHC Advisor)*,

Greetings! We, the *(chapter)* of *(organization)* are writing to submit a letter of intent to acquire approval to host intake events for the *(spring/fall xxxx)* semester. We are requesting this approval from *(NPHC Advisor)*, the NPHC Advisor at the University of Iowa and *(appropriate national representative)*, *(title of national representative)* of *(organization)*.

Our chapter intends to host intake events next semester for the purpose of expanding our organization and continuing to uphold our *(pillars/principles)* of *(insert pillars/principles)* while helping students find a community on the University of Iowa campus.

We will be hosting *(x number of rush events and/or x number of informational/interest meetings)*. Potential new members are required to attend *(x number of rush events and/or x number of informational/interest meetings)* in order to be *(offered a bid/considered for membership)*. Our calendar of events for next semester is as follows:

- Rush event and or informational/interest meeting(s) will take place on *(xx/xx/xxx and xx/xx/xxx)*
- Applications are due on *(xx/xx/xxxx)*
- Interviews will be on *(xx/xx/xxx and xx/xx/xxxx)*
- Voting will take place at chapter on *(xx/xx/xxxx)*
- Our new member process will begin on *(xx/xx/xxxx)*. We plan to have weekly meetings and will conclude with initiation on *(xx/xx/xxxx)*

We thank you for your consideration and if you have any questions, feel free to contact us directly.

Sincerely,

*(Signature)*

*(Name)*, Chapter President

*(Signature)*

*(Name)*, Chapter Advisor

**\*Note:** *The letter of intent is due the Sunday before the last week of classes, in the semester prior to when you wish to conduct intake. Also please note that the Iowa letterhead is for example only and should be replaced with your organization's letterhead.*