*Enter the date*

*Institution Logo*

*Institution Name*

Institution Address

*Institution Email*

*Institution Website*

*Recipient Name*

*Office Name*

To SACNAS National Office,

The SACNAS Student Group/Chapter became a recognized student organization in (*month*) of (*year*). The group’s faculty advisor, (*Advisor Name*) has successfully completed all the requirements for the ratification and allocation process required by (*Institution Office Name*).

If you have any further questions, please feel free to contact (*contact name*), (*position title*) at (*email or phone number*)..

Sincerely,

*Director/Manager of Student Offices Name*

Position

*Institution Name*