



DELTA TAU DELTA

[MONTH DAY, YEAR]

Dear [INSERT NAME HERE],

Hello. My name is [INSERT NAME HERE]. I am currently the [DIRECTOR OF MEMBER DEVELOPMENT] for Delta Tau Delta Fraternity here at [INSERT UNIVERSITY OR COLLEGE NAME HERE].

My fraternity brothers and I are looking for a facilitator for an upcoming program on [INSERT TOPIC AREA HERE]. We are reaching out to you because we believe that you are an expert on this topic and could bring valuable knowledge to our chapter. As a chapter, we value personal development and member education. In fact, our national Fraternity has a comprehensive member education program called *The Road: The Journey to Excellence*. The Road has four sections – new member education, recruitment, *Ritual* and member education. Chapter programming is complimented with national leadership experiences that our brothers attend annually. Though there are many elements to The Road, chapter programming is one that we place emphasis on. We want to make sure we ask the best facilitators to speak to our chapter so that we can continue to improve and gain valuable information that will impact us beyond or collegiate experience.

If you would be willing to speak to us about this topic, we would greatly appreciate your time. We know how busy you are. We can arrange for space, and any other materials you might require. Are you available on any of the following dates and times: [INSERT DATE(S) AND TIME(S) HERE]? If you have any questions or concerns, or would like to talk in more detail about the presentation, please don't hesitate to contact me. I look forward to hearing back from you soon. Thank you in advance for your time and consideration.

Sincerely,

[INSERT NAME]

[INSERT POSITION IN CHAPTER]

[INSERT EMAIL ADDRESS/PHONE NUMBER]

