**[[Official Institutional Letterhead]]**

Date

Board of Directors

Information Technology Students of America

Dear Board of Directors;

We [have/are establishing] an IT-centric student organization. I am writing to request affiliation with the Information Technology Students of America (ITSA).

The advisor for the student organization [is/will be] [name, title, and email of advisor].

We will complete the additional requested details in the online application at: <https://bsu.qualtrics.com/jfe/form/SV_42gaChuhhOsYlee>

Sincerely,

[Name]

[Title]

[Educational Institution]