**COVER LETTER**

**Organization Name**

Today’s Date

The University of Akron: Department of Student Life

Akron, OH 44325

Attention: The SOuRCe – Proposed New Student Organization

***Explain the organization below, highlighting the following points in paragraph form:***

* ***A synopsis of the organization’s purpose***
* ***A Statement of goals and objectives***
* ***Why does your organization want to be recognized?***
* ***Does your proposed student organization have an affiliation with a local, regional, or national organization?***
* ***Are your members undergraduates/graduate students/blended?***

Sincerely,

President, Organization Name

Email