**SAMPLE LETTER OF INTENT TO SPONSOR an ASTRA Club**

*May be sent as an email to altrusa@altrusa.org*

(Altrusa Club Logo)

(Date)

Altrusa International, Inc.

One North LaSalle St., Suite 1955

Chicago, Illinois 60602-4006

Dear (International President):

Altrusa International of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is proud to announce the sponsorship of the ASTRA Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The date of organization and charter ceremonies of the new ASTRA Club of \_\_\_\_\_\_\_ will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The names of the ASTRA officers and charter members of our new club are attached, along with the name and email address of the Altrusa ASTRA Advisor for this club.

We are excited to welcome this group of young people to the Altrusa International family, and will be notifying our District Governor and District ASTRA Chair of our Charter Ceremony date as well.

Sincerely,

(Altrusa Club President)

(updated February 2020)