

**Template letter to administrators:
Requesting attendance at your community service event**

[Your school or ASDA Chapter Logo]

[Your ASDA Chapter address
Your email
Your phone #]

Greetings to the Office of Dean [name],

My name is [Your name], and I have the privilege of serving as [your school] ASDA Chapter Community Service Chair for the 2021-2022 academic school year. [Purpose of email, emphasizing your chapter's commitment to community service.]

[Align the message and chapter goals with the school's mission/Dean's goals. Find common ground to build trust.]

[Demonstrate how this community service event aligns with the school's mission and goals.]

[Demonstrate the value your chapter brings through community service. Highlight any community service events the administration has supported or attended in the past.]

We are hopeful that members of your office will attend this event. [Thank them for their time and reiterate commitment to community service and collaboration.]

Regards,

[Your name]

[Your ASDA Chapter Position]

**Template letter to administrators:
Requesting attendance at your community service event**

Example letter



1005 Dr. D.B. Todd BLVD.
Nashville, TN 37208
Box #12
MeharryASDA@gmail.COM

Greetings to the Office of Dean Farmer-Dixon,

My name is Aparecio Peggins, and I have the privilege of serving as Meharry ASDA Chapter President for the 2021-2022 academic school year. Our aim is to establish not only rapport, but institutional support as we continue our organizational emphasis on leadership development, advocacy, community service and wellness at the national and chapter level.

As the institution's mission is "Worship of God through Service to Mankind", our chapter goals this calendar year are centered around reconnecting and serving our communities through outreach programs, wellness, and increased student involvement. One of our upcoming community service programs is our Annual Oral Health Day, which in years prior has gained the institution much notoriety, fulfilled purpose, and positive community feedback as we provide free dental services to the surrounding communities. This event has added value to our organization, as well as our beloved institution. With your continued support and collaboration, we look forward to continuing this tradition.

We are requesting that members of your office attend this event, as our aim is to find commonality within our collective mission and ASDA policy. Thank you for allowing us the opportunity to foster an administrative relationship, for your trust, and your continued guidance to the student body. We anticipate your presence at this event and vote of support as we work together to successfully accomplish our goals this year!

Regards,

Aparecio Peggins,

Meharry ASDA Chapter President