**NOTE TO CHAPTERS: BE SURE TO UPDATE ALL HIGHLIGHTED FIELDS BEFORE SENDING**

*If you need chapter founding year or number of alumni, email* *chapters@mortarboard.org**.*

**Subject: Request for Eligible Student Information for Mortar Board Membership**

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request a list of eligible student emails and full names that meet the academic requirements for membership in Mortar Board National College Honor Society. To be considered for membership, candidates must fulfill the following criteria:

1. Be in good standing and enrolled at the institution.

2. Have completed at least 50% of their undergraduate degree by the end of the semester initiated.

3. Hold a grade point average that places them in the upper 35% of their class or maintain at least a B average, whichever is higher.

Founded in 1918, Mortar Board is a national honor society that recognizes college juniors and seniors for their exemplary scholarship, leadership, and service. It is certified by [the Association of College Honor Societies](https://www.achshonor.org/), which serves as the leading certifying body for honor societies, and operates in accordance with the mission of the [Council for Advancement of Standards (CAS)](http://www.cas.edu/) standards for [College Honor Societies](http://standards.cas.edu/getpdf.cfm?PDF=E868B458-97A8-05C1-42EFF62A6DC3D6AD). More information about Mortar Board can be found on their website: [www.mortarboard.org](http://www.mortarboard.org).

Mortar Board has been present on [Insert-Institution-Name]’s campus since [Insert-Chapter-Founding-Year] and boasts a strong network of [Insert-Number-of-Alumni] alumni from our institution.

Thank you for your assistance with this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Institution]