

Date: \_\_\_\_\_

The Institute of Industrial Engineers  
25 Technology Park  
Norcross, GA 30092

Dear IIE President,

We, the students and faculty of the \_\_\_\_\_ hereby request that a Charter of a University Chapter of IIE be granted to our school. To that effect, we are sending you this packet which includes:

- Letter of support of the Chairperson of our Department.
- Letter of support of the Vice Presidente (VP) of Region # \_\_\_\_\_.
- Letter of support of the Assistant Vice President for Student Development del Area \_\_\_\_\_.
- Officers slate.
- The constitution and bylaws
- Membership applications of officers, faculty advisor, and members.
- A check in US dollars, payable to IIE on the amount of \$\_\_\_\_\_. Or an electronic transfer will be made to your account as soon as you inform us that you received this packet. Notify us at \_\_\_\_\_.

Awating a positive response,

Cordially,

\_\_\_\_\_

Faculty Advisor

\_\_\_\_\_

Chapter President