

Date: _____

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

Dear IIE University Chapter Coordinator:

We, the students and faculty of _____ would like to re-activate our University Chapter #_____. To that effect, we are sending you this packet which includes:

- Officers slate.
- Membership applications of officers, faculty advisor, and new members.
- A check in US dollars, payable to IIE on the amount of \$_____. An electronic transfer will be made to your account as soon as you inform us that you have received this packet. Notify us at _____.

Awaiting your response to make the electronic transfer of funds,

Cordially,

Faculty Advisor

Chapter President