

XX Month 2018

Address Line 1
Address Line 2
Address Line 3

Dear XXXX:

My name is (name). I am a (high school name) (year in school ie. senior) serving as the (officer position) for the organization Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL).

I was wondering if you would be interested in starting an FBLA Middle Level Chapter at (name of school). I think that it would supplement your belief to (insert school's mission statement). I know that (name of high school in the same district) currently (does/does not) have an FBLA chapter, (but/and) starting a Middle Level Chapter can help to build a high school-level FBLA.

FBLA-PBL is the largest career student business organization in the world, and helps over a quarter million students each year prepare for their future careers. FBLA-PBL is dedicated to service, education, and progress. Our mission is to inspire and prepare students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

I attended (insert middle school name), and was part of the FBLA Middle Level Organization there, which was a huge asset in developing my leadership skills and career preparedness. (This section can be removed/replaced).

Please let me know if you would be interested, or could direct me to a teacher who would be interested in sponsoring the chapter. You can find more information about the Middle Level at www.fbla-pbl.org/middle-level.

Sincerely,

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