

Dear [Insert Name]:

[Insert Your Name] has been selected to attend Kappa Kappa Gamma’s Leadership Academy at the Heartland Conference Retreat Center in Marengo, Ohio, from [Insert Date of Event].

Leadership Academy is a one-of-a-kind, intergenerational experience that takes attendees’ leadership skills to the next level. As a participant, [Insert Your Name] will have the opportunity to gain skills and the confidence to tackle leadership positions and challenges.

Attendance is limited to 225 alumnae and collegiate members from across the United States and Canada. It’s an honor to be selected to participate in this valuable experience.

We recognize that academics are extremely important. Kappa stresses scholarship and classroom attendance among our chapter women. It’s with this understanding and confidence in the value of Leadership Academy that we respectfully ask you to consider allowing [Insert Your Name] to attend.

If there are any questions or concerns, please feel free to contact the Education and Training Department at Kappa Kappa Gamma Headquarters at 614-228-6515.

Sincerely,

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Marla Williams

Director of Education and Training

Kappa Kappa Gamma Fraternity

