Date:

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| Name of Recipient: |
| Address:  Name of Organization: |
| City: |
| Phone Number: |
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Dear Sir/ Madam,

We wish to express our intent to start an OSA Student Chapter at the University of \_\_\_\_\_\_\_\_\_\_\_. The purpose of our chapter is described as follows in our “mission statement.”

First and foremost, the chapter shall enhance the quality of optics student life through the promotion of student community, student education and industrial contact.

Second, the chapter shall promote optics within the university through undergraduate awareness, optics representation in student government and promotion of interdepartmental collaboration.

Third, the chapter shall act to bring the university and industry together through education (i.e. seminars) and collaboration.

Finally, the chapter shall participate in community outreach in the form of Youth Science education, community education (i.e. university tours or lectures) and shall promote the optics programs at \_\_\_\_\_\_\_\_\_ to the optics community at large.

We hope that this letter of intent reflects some of the objectives of the Optical Society of America and that it will be a strong basis for our new Student Chapter at the University of \_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours sincerely, / faithfully

Name

Signature