

Sample Invitation Follow-Up Message

Once your developing honor society delivers an invitation, contact candidates to make sure they know that an invitation was been sent. Sometimes messages are stuck in spam filters, blocked by university systems, or undeliverable for other reasons. An invitation also could have been simply overlooked. A follow-up message template is below. We suggest sending one email and one regular mailed invitation/reminder.

Greetings,

Congratulations! Because of your academic success and dedication, the [developing honor society name], a group who is working toward becoming a chapter of the Honor Society of Nursing, Sigma Theta Tau International (STTI) invites you to become a member. An email invitation was sent to your account on [invitation date]. This is a follow-up message to ensure that the message did reach you.

As a member of [developing honor society name] Developing honor society, you will enjoy a truly unique and rewarding experience. [Insert developing honor society value proposition statement.]

Accept your invitation in by: (List the ways to accept the invitation.)

We will commemorate your membership through a special induction ceremony. To ensure that we are expecting you at the induction, please accept this invitation by [induction respond-by date]. The [developing honor society name] induction ceremony is:

[induction ceremony date, time, location, and additional details]

If you have any questions, please contact [induction contact information].

We look forward to inducting you into [developing honor society name].

Sincerely,

[Developing Honor Society president name]
[Developing Honor Society president title]