

Sample Congratulatory Letter

Date

Student Name

Address

Dear _____:

The Business Education Department of _____ school _____ congratulates you on your achievement and excellence in Business Education by inviting you to become a member of the Business and Marketing Honor Society of New York State, sponsored by the NYS Business Teachers Association.

The Business and Marketing Honor Society recognizes outstanding Business Education students who exemplify the qualities of a business leader: Scholarship, Character, Leadership, and Service.

The Business and Marketing Honor Society at _____ school _____ has the following criteria for membership: (insert the criteria for your school ... for example: CTE/Business Education course GPA of 88% or higher, an overall GPA of 80% or higher, and exemplary Character, Leadership, and Service in the classroom as well as in co-curricular and extra-curricular activities.

Congratulations on this impressive honor.

Sincerely,

Advisor, Business and Marketing Honor Society of NYS