**[CLUB NAME] COVER LETTER**

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| ***INSTRUCTIONS***  *Everything written in italics/grey text must be edited or taken out as it best applies to your group. Please do not re-order the sections. Delete this box along with all instructions, italics/grey text before submitting the final copy of your cover letter. Ensure that the final cover letter is clear, concise, and formatted in black unitalicized text.*  *Please note that this template is meant to help simplify the application process. It is not mandatory; if you would like to design your own custom cover letter/proposal you are free to do so. If you choose to do this option,* ***please ensure that the information in black text is included.*** |

[DATE]

Clubs and Space Committee

Concordia Student Union (CSU)

1455 de Maisonneuve Ouest, Suite H-711

Ville-Marie, Montréal, QC, H3G 1M8

Dear Councilors of the Clubs and Space Committee,

My name is *[your name]* and I am proposing *[club name]* as a new club under the CSU umbrella.

The club’s mandate will be to \_\_\_\_ *(include what the club will do, what purpose it will serve, what activities/events/initiatives it will undertake). This section should be 2-4 sentences long.*

This club’s mandate is unique because \_\_\_\_ *(indicate what need this club will fill at the CSU and/or how it will help students/the Concordia community. Address how it is unique to other CSU clubs that already exist. Consult the* [*Active Clubs list on the CSU website*](https://www.csu.qc.ca/clubs/active-clubs/) *to make sure there is no overlap).*

*(Finish the letter by thanking the Committee and leaving any closing remarks you would like to make, along with the email address you would like to be contacted at to receive the Committee’s decision. This could read something like the following: “On behalf of [Club Name], I would like to thank you for considering our application. For the aforementioned reasons, we believe that [Club Name] will be an excellent fit within the Concordia community. To receive your decision, we can be contacted at [email address].”)*

Sincerely,

*[Club Founder(s) Name(s)]*

Club Founder(s)