**SAMPLE LETTER TO FORMER RECIPIENTS**



January 3, 2017

Dear Former Recipient,

Congratulations for having received recognition as an “Outstanding Educator” in 2016.

As you are aware, Delta Kappa Gamma (DKG) is an international society of “Key Women Educators” dedicated to professional growth and improvement of education. As part of our service to the community, we recognize exceptional educators. Educators are seldom recognized publicly for their dedication. Our chapter of Delta Kappa Gamma works to rectify that omission.

On March 21, 2017, we will be honoring educators nominated by their peers and administrators for high success in promoting student achievement and exemplary leadership in education. The recognition will include a brief presentation ceremony and reception at Poulsbo City Hall, as well as a photo shoot of the recipients for submission to local newspapers.

We in DKG understand and appreciate the commitment educators have made to our community youth. Educators are deserving of public accolade. Would you please assist us in expressing our gratitude to an outstanding educator(s)?

Enclosed is a nomination form with a brief description of the recognition purpose. Please nominate an outstanding educator(s) for recognition. Also, kindly make several copies of the blank form and post them in your staff room. As the nomination form indicates, the honorees will not know the source of their nomination. Nominations are due January 27.

Delta Kappa Gamma was thrilled to honor you last year. This is your opportunity to help us recognize equally deserving colleagues. Thank you for your help in letting us acknowledge the fine work of the educators in our community.

Carol Linscott and Joyce Schultz, Co-Presidents 2016- 2017

Alpha Sigma Chapter

The Delta Kappa Gamma Society International

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