\_(date sent)\_

Dear Guidance Counselor,

**The** \_(college/university name)\_ **chapter of Sigma Phi Epsilon is offering** \_(# of scholarships)\_**, one-time scholarships in the amounts of** \_(scholarship amounts)\_  **to incoming freshmen men for the** \_(academic year)\_ **academic year.**

As a valued partner in education, we need your help in getting the word out about these scholarships. Will you please pass this information along to the graduating male seniors at \_(HS name)\_ High School?

SigEp is a leadership organization that will award over $200,000 at 160 campuses across the country during the 2013-2014 academic year through the Balanced Man Scholarship. Our mission is to Build Balanced Men. Our goal is to reward men who exemplify the qualities of a Sound Mind and a Sound Body, as we believe they are two ideals essential to leading a balanced life.

To qualify for the Balanced Man Scholarship, incoming students must submit an application by \_(application deadline)\_ and enroll, full-time, at \_(college/university name)\_ for the \_(season and year)\_ term. Applicants can apply online at: \_(link to online application)\_.

Enclosed is an informational flyer about the scholarship and several copies of a letter to graduating seniors explaining the scholarship and how to apply. I would greatly appreciate it if you would post the flyer and distribute the letter to any young man planning on attending \_(college/university name)\_ this fall.

**Applicants have no obligation to join or affiliate with SigEp to be eligible for the scholarship.**

Should you or your students have any questions concerning the Balanced Man Scholarship or the transition to \_(college/university name)\_, please contact me at \_(BMS chairman contact info)\_. Thank you for your time and assistance.

Sincerely,

\_(chairman name)\_

Balanced Man Scholarship Chairman  
\_(college/university name)\_