



ALPHA SIGMA PHI FRATERNITY
to BETTER the MAN.

LETTER TO COLLEGE/UNIVERSITY PROFESSOR OR SUPERVISOR

Please show this page to your college/university professors or supervisor to properly notify them of your absence.

January 2019

To Whom It May Concern:

The Burns Institute begins on Friday, January 18, 2019 and concludes on Sunday, January 20, 2019. This program is run purely for developmental and educational purposes.

I ask for your understanding and flexibility as the gentleman will miss class/work from January 18-20, 2019, so that he can participate in this program. He will bring his absence to your attention before The Burns Institute takes place and will work to compensate for missed time.

Alpha Sigma Phi Fraternity recognizes our members are students, first and foremost. We work to provide "outside the classroom" development that enables each member to contribute in class and in society while performing beyond expectations.

Should you have further questions, please call or email me at (317) 843-1911 ext. 237 or gheminger@alphasigmaphi.org.

Thank you,

Gordy Heminger
President and Chief Executive Officer

mail
710 Adams Street
Carmel, IN 46032-7541

phone/fax
317.843.1911
317.843.2699

email/web
tbtm@alphasigmaphi.org
alphasigmaphi.org