[Date]

MEMO TO: IEEE-Eta Kappa Nu (IEEE-HKN)

FROM: [Advisor Name] [Advisor Signature] 
Gamma Theta HKN Chapter Advisor

RE: HKN Membership Endorsements 
for Graduate Student Nominees

The following graduate students have been nominated for membership in Eta Kappa Nu. They are graduate students at the Missouri University of Science and Technology in the department of electrical and computer engineering. Their records as Missouri S&T graduate students have been reviewed and have been found to exceed the high requirements for membership in HKN. The chapter membership supports their election as members of the Gamma Theta Chapter. The chapter advisors are pleased to endorse these nominations.

Graduate Student Nominees
[Name 1] 
[Name 2] 
[Name 3] 

Approved 
[Chair Signature] 
[Name], Chair of ECE 
Missouri S&T