

New Member Letter Template

Date

Dear:

I would like to take this opportunity to welcome you to the _____. We are pleased that you have chosen _____ as your life long resource for your professional and personal growth.

Membership in _____ will provide you with technical information, advocacy, and professional networking opportunities, which will help advance your career. You will be able to exchange research information with other people in _____ field as well as participate in programming sessions offered at various conferences throughout the year. As part of your membership in the _____ you will receive the following:

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The chair of the division/forum is _____. He can be reached at _____ or via email, _____.

For more information about the _____, please consult the division's web page at _____.

Please do not hesitate to contact me at _____ or _____, should you have any questions or concerns.

Sincerely,

Secretary/Membership Representative

