AMERICAN INSTITUTE OF CHEMICAL ENGINEERS

THREE PARK AVENUE
NEW YORK, NY
10016-5991 USA

TEL 646-495-1300
FAX 646-495-1508
www.aiche.org

AIChE

SAMPLE WELCOME LETTER TO NEW MEMBERS

Date

Name
Title
Company
Address
Address
City, State Zip

Dear:

On behalf of the _____ Local Section, I would like to personally welcome you to AIChE and welcome your membership in the _____ Local Section.

Through your participation in section activities, topical meetings, and networking events, we are confident that you will find, as we have, _____ local section membership to be rewarding, both professionally and personally.

The next _____ local section meeting will be held _____ (date), at _____ am/pm, at the _____ (location. We greatly look forward to seeing you there!

When you arrive, Iõll be there to personally welcome you to the _____ local section, and introduce you to other AIChE members with similar professional interests and commonalities. I guarantee youõll start making new contacts right away.

If you are interested, I can also introduce you to the members of the various local section subcommittees, such as _____ (specify committees.) This is a great way to familiarize your self with upcoming plans and activities and get involved right away. Iõve also enclosed a copy of the most recent local section newsletter to further enhance your familiarity with the _____ local section.

Welcome again! Your membership and upcoming participation in the _____- local section is greatly appreciated. We look forward to seeing you on _____ (date).

Sincerely,

_____-, Section Chair (or Membership Chair)

Cc:
Other officers
AIChE Staff

If you need directions to the meeting, or if you have any other questions about the local section or AIChE more generally, please contact me at _____ (telephone) or _____ (email). Iõm always here to help.