



**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, I'll 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 you'll 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. I've 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). I'm always here to help.