

****SAMPLE THANK YOU FOR RENEWING LETTER****

Date

Dear :

On behalf of the officers of the _____ Chapter of NAON, I would like to take this opportunity to thank you for renewing your membership. Our officers for this year are:

(Position, Name, Address, Phone #, E-Mail of each officer)

Please feel free to contact us at any time! Each Chapter officer has specific responsibilities. Through me, we are in contact with our regional Chapter Advisory Team representative. They, in turn, are in touch with the National Office and other officers of the association.

We are planning a busy, exciting, productive, and FUN year! I have enclosed a calendar for your review. We have various committees within the Chapter, and invite you to consider becoming involved. The committees and their respective chairpersons are as follows:

(Committee name, chairperson name, Phone #, E-mail)

I hope you will plan to attend our next meeting, which is scheduled for _____.
(If an educational program, be sure to include topic, speaker, cost, and CE information if applicable.) Please feel free to bring one or more colleagues with you!

If we can provide you with information regarding our Chapter activities or answer any of your questions about the association, please write or call any officer. We look forward to your involvement in our Chapter!

Sincerely,

PRESIDENT
_____ CHAPTER OF NAON
ADDRESS
PHONE NUMBER
E-MAIL