

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <CONTACT PERSON>:

HAS TIME RUN OUT???

Unfortunately, yes....

and it is something we truly regret. However, we have no alternative but to reluctantly drop your membership for non-payment of dues.

The <COMMUNITY> Chamber of Commerce, merits the support of every business and individual – support which is vital if we are to continue to promote and lobby for our community's best interest.

The objective of the chamber is to focus on activities and services which will be an advantage to your business success. Our <MONTH> newsletter highlighted some of our involvement in the community for the past year. The level of activity for <YEAR> is providing to be very similar. I have enclosed a copy of <YEAR> activities for your reference. Perhaps it might provide you with a bit of information you are unaware of at this time.

We sincerely hope you reconsider your membership in the chamber. If we receive payment in full within five days your membership will be renewed. In the meantime, we thank you for your past support.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <Contact Person>:

Your past support is appreciated and the chamber's board of directors values your participation.

Our board is enthusiastic about trying to work together as local businesses to accomplish what most of us cannot do alone, particularly in these tough economic times.

At this month's board meeting, your business was among those being considered for cancellation because of 90 days delayed dues. The board requested I contact you once more, to remind you how important chamber membership is to the future of <TOWN/ CITY> and local businesses.

If you are experiencing challenges or have a concern about the chamber, or would like to consider payment options, please contact me so we can try to work out solutions.

If we have not heard from you before <DATE>, regretfully we will have to remove you from our current membership.

Yours truly,

<NAME>

<ADMINISTRATOR>