

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Just a reminder your <COMMUNITY> Chamber of Commerce membership is drawing towards its expiry date. We appreciate having you as a member and look forward to your ongoing support in the future.

The chamber anticipates your prompt renewal of your membership along with the name of your voting representative and any updated information.

We encourage your participation and involvement as a member at one or more of our upcoming chamber events. If your firm participates in the Chamber of Commerce Group Insurance Plan or any of the other value-added programs, remember it is mandatory your membership be in good standing.

If we can provide you with further information about the chamber, our events or our services, please call <PHONE NUMBER>.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE, POSTAL CODE>

Dear <NAME>:

We would like to take this opportunity to thank you for supporting the <COMMUNITY> Chamber of Commerce in <YEAR>. This fiscal year we have had the pleasure of welcoming <NUMBER> new members to our organization.

The chamber of commerce is the "Voice of Business" in <COMMUNITY>. In order to have a strong voice and function effectively, we need your continued support.

Please complete the enclosed <YEAR> membership renewal notice, and return it, along with your cheque to the chamber office at your earliest convenience.

If you have any questions regarding your membership or would like to be involved in a committee this year, please contact our office.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Thank you for being a valued member of the < **COMMUNITY**> Chamber of Commerce. With your support, we can continue to be the “voice of business” for our members.

The < **COMMUNITY**> Chamber of Commerce relies upon annual membership fees for its support and funding. Attached please find an invoice for your membership fees for the coming year. As a current member, you are no doubt aware of the benefits you receive from your membership.

- < **BENEFITS**>

Your continuing membership in the < **COMMUNITY**> Chamber of Commerce acknowledges your responsibilities as an important member of the business community while providing personal and business benefits. We look forward to receiving your membership renewal.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE, POSAL CODE>

Dear <NAME>:

Thank you for being a valued member of the <COMMUNITY> Chamber of Commerce. With your support, we can continue to be the proactive voice of business for the <TOWN/CITY> community.

During this, our <NUMBER> year as a business organization, we have renewed our commitment to provide more services and opportunities for you, our members, and to continue to speak out on your behalf on topics that matter, such as taxation, government waste, education and transportation. <CUSTOMIZE>

A few of our accomplishments during the past year included:

- <CUSTOMIZE>

There are serious challenges facing our society and business today. Your continuing membership in the chamber not only acknowledges your responsibilities as an important member of our business community, but it also provides tangible personal and business benefits. It is only with the support of all of our members the board can be effective in meeting today's challenges.

Attached is an invoice for your membership fees for the coming year. Please renew your membership today; it's good for business and it's important for our community.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <CONTACT PERSON>:

On behalf of the <COMMUNITY> Chamber of Commerce board, staff, volunteers and business community we serve, thank you for your support.

Our chamber has been the “voice of business” since its founding in <YEAR> and we are proud to support our <NUMBER> businesses. Businesses and professionals today face many challenges, which when handled alone can be difficult to handle effectively. This is why a strong chamber of commerce serving as the “voice of business” is not only necessary, but also a vital part of business.

The chamber speaks for all businesses and we are in business to help you. On all levels of government, whether local, provincial or federal, we promote <COMMUNITY> business interests. Our programs and activities are developed with your firm’s profitability in mind and we can accomplish collectively what no one business can do alone.

Your participation as a member of the chamber will add strength to the vital work we are doing and we know that this will be a valued investment for your business or profession.

The <COMMUNITY> Chamber of Commerce is working hard to represent business and professional interests and I hope you will continue to support us in our ambitious program over the next year in order that we can increase our involvement and influence in this community on your behalf.

The chamber depends on the continued support of our existing members and growth in new memberships to financially support our efforts and services. With this in mind we have included your membership renewal form, invoice, discount partners agreement form and our trade show information for the next fiscal year. We also encourage you to visit us online at <WEBSITE> to find out more about our events, programs, services, benefits, business resources and our new business directory.

We are in business for business and want to continue to serve you. If you feel there is a way in which we can serve you better, I would be happy to discuss future possibilities and your ideas with you. Please feel free to come in and visit us or contact me at <PHONE> or by email at <EMAIL>.

I welcome your feedback and look forward to a very exciting year ahead.

Sincerely,

<NAME>

<ADMINISTRATOR>