

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Welcome to the <COMMUNITY> Chamber of Commerce!

You have joined over <NUMBER> business and professional men and women of <COMMUNITY> who are dedicated to building a great future for our community.

The financial support helps to guarantee this future. In addition you may, if you have the time, personally aid in planning your city's business and cultural development by participating in the chamber's programs.

We invite you and others in your firm to attend our next general meeting on <DATE>. It is your opportunity to find out about the chamber's programs, activities, services and goals, and to discover which of the many chamber "action committees" is right for you. The executive and staff are available to answer questions, make introductions and assist you in making the most of your membership.

I look forward to meeting you in person.

Yours truly,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

It is our privilege to welcome you as a new member of the <COMMUNITY> Chamber of Commerce. Each business that makes a decision to support the business community through the chamber is a step toward our common goals of community unity, pride and spirit.

We congratulate you for the commitment you have made to the business community, through your membership and value you as an important addition to our organization. All upcoming meetings, events, and programs will be announced in our newsletter and will help you choose which you would like to attend.

You are encouraged to take advantage of the many benefits we afford our membership and extend an invitation to your employees as well, to attend our chamber functions <LIST EVENTS/FUNCTIONS>.

Please contact me should you have any questions or concerns regarding your chamber membership.

Yours truly,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Welcome! As a new member of the <COMMUNITY> Chamber of Commerce we are certain you will receive full value for your membership.

We enclose for your information and retention:

- Membership/privilege card
- Window decal
- Certificate of membership
- Board of directors list
- Committee structure
- Chambers of Commerce Group Insurance information
- Value-added program list
- Bylaws
- Membership directory

Our regular monthly meetings are held on the <DAY & WEEK> of each month at the <LOCATION> at <TIME>.

Should you have any questions regarding your membership or the chamber, please contact the office. Our staff would be pleased to hear from you.

Thank you for your support and once again – welcome!

Yours truly,

<NAME>

<PRESIDENT/CHAIR>

Enclosures

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

On behalf of the Executive and Board of Directors, I would like to personally welcome you as a member of the <COMMUNITY> Chamber of Commerce. Your decision to join the leader of the business community of <COMMUNITY> will bring many benefits to you and your employees.

In order to get the maximum benefit from you membership, I strongly encourage you to participate in many of our activities organized for you over the year. In addition, you will increase your benefits if you can participate on a committee or join a task force formed to look into a particular initiative.

We also welcome your opinions and ideas about services you would like the chamber to provide. Please contact me or our office if you require any assistance.

Once again, welcome, and I look forward to seeing you at our functions.

Yours truly,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Welcome to the <COMMUNITY> Chamber of Commerce. I am pleased you have seen the value of becoming a chamber of commerce member. The <COMMUNITY> Chamber of Commerce is over **100 years old** and over the years has been a strong and consistent voice for our business community.

Our networking opportunities include several business mixers per year. Members sponsor the mixers and they are held at various locations. Watch your e-newsletter for the locations and details of the mixers. We also host a golf tournament each year in May. This is a fun event which does not require any special golfing skills. I hope we might see you out at an event or a mixer.

Our chamber has always been quite involved in advocacy. Several policy resolutions are written and taken forward each year, first to our membership for approval and where appropriate they go on to the provincial or national chambers for debate. Our board also meets with mayor and council each year to discuss local issues and suggest solutions. In addition the chamber hosts the Community Vision and Leadership meetings which include the school boards, health board, college, city council and senior administration as well as the chamber represented by the executive and corporate members.

Business success is recognized by our Gold Star Service Excellence awards as well as our Business Awards each year. Awards in 10 categories are presented at the Business Week Gala in October.

The <COMMUNITY> Chamber of Commerce is represented at the provincial and federal level and I sit on the Policy Committee for the Alberta Chambers.

Our website <WEBSITE> as well as the employment website <WEBSITE> provides free membership web pages and job posting opportunities. I invite you check out our websites and take advantage of the job post site.

In addition, the chamber also manages the Travel Alberta visitor information centre, ensuring that our community and region receives due promotion in addition to other sites in Alberta. Streetscapes Co., the downtown business district, is also under the management of our chamber of commerce.

Our chamber has grown rapidly over the past few years, and it is through the support of our members we have been able to become one of the most progressive chambers in the province. Thank-you for your support and if I can be of assistance at any time, please do not hesitate to call me at <PHONE #> or contact me by email at <EMAIL>.

I look forward to seeing you out to some of the events.

Best regards,

<NAME>

<ADMINISTRATOR>