

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <CONTACT PERSON>:

The <COMMUNITY> Chamber of Commerce is introducing a new fee schedule effective <DATE>, which will inspire some positive changes within the membership.

The new fee schedule has more categories than the old schedule, and allows for double the representatives in most categories. The chamber wants your involvement. By increasing the number of representatives, there will be more people within your firm receiving our mail monthly, dining in our dining room more frequently and attending events the chamber sponsors, on a more regular basis. Your increased involvement not only means increased revenue for the chamber, but the opportunity for you and your staff to attend educational seminars, network, chair a committee, become a voice which is heard at all levels of government and within the chamber.

I am sure you will agree the chamber should always look for ways of improving communication to members, offering more membership advantages and giving excellent value for dollars. The new fee schedule is a step towards attaining these goals.

Your company falls within the <#> employees category and the attached invoice reflects the new rate. You will be offered <#> of representatives for this fee but I invite you to purchase additional representatives at our new low fee of <AMOUNT> per rep.

Should you have any questions regarding the changes in rates, please don't hesitate to call me at the chamber office.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <Contact Person>:

It is once again time for the chamber to set next year's budget. The chamber has not increased membership dues since <YEAR>. We now find it necessary to increase the membership dues for this coming year.

Every business feels the effects of inflation and your chamber is no exception. Your invoice for membership will reflect this year's increase as we try to bring our dues in line with other chambers in the province. Future yearly increase will be a direct reflection of any rise in the inflation rate.

In the spirit of friendship, we send you our hope for a continuing business relationship and best wishes for a pleasant holiday season.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <CONTACT PERSON>:

Once again it is time for the chamber to send out the yearly membership invoices. For <YEAR> a <PERCENT> increase has been approved to deal with the current inflation rate.

This increase will allow the chamber to continue in its work to provide quality services and programs as well as offer educational seminars. During the coming year, it is our hope that you will take full advantage of these services and programs your involvement is always needed.

Attached, please find a copy of the next year's invoice. If you have any questions please call me at the chamber office.

Sincerely,

<NAME>

<ADMINISTRATOR>