

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Thank you for renewing your membership with the <COMMUNITY> Chamber of Commerce.

Enclosed is your <YEAR> membership decal, poster, and a list of your board of directors.

As a reminder, membership meetings are held every <DAY OF WEEK> of the month, except July and August. Through the meetings you will have the opportunity to network with fellow members, hear various guest speakers, and learn more about your community.

Once again, thank you for your support. I am confident your participation in the chamber will provide you a good return on your investment.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Thank you for renewing your membership with the <COMMUNITY> Chamber of Commerce.

Enclosed is your <YEAR> membership cards and a list of our board of directors, the committees they chair, and the dates and locations for the committee meetings.

Sincerely,

<NAME>

<ADMINISTRATOR>

<DATE>

<COMPANY>

<CONTACT PERSON>

<ADDRESS>

<CITY, PROVINCE POSTAL CODE>

Dear <NAME>:

Thank you for your continued support of the <COMMUNITY> Chamber of Commerce. You have made a good business decision to support the voice of <COMMUNITY> businesses.

Our mission is to understand and meet the needs of our members. I encourage you to actively participate in the various chamber events and services such as:

- **Monthly luncheons and business networking mixers**
- **Business information resources**
- **<ADD YOUR EVENTS/SERVICES>**

Most business people agree a clearly articulated vision for the economic future of <COMMUNITY> is needed. As a stakeholder, we need to determine your present and future needs to assist the chamber to respond to today's rapid change. Please tell us what else we can do to better meet your business needs.

Enclosed are your <YEAR> membership cards.

Please call me at <PHONE NUMBER> or <FAX> if I can be of further assistance.

Sincerely,

<NAME>

<ADMINISTRATOR>