

LETTER TO PROSPECTIVE MEMBERS

SAMPLE

Date

Name Address

Dear____,

YOUR CAREER CAN ONLY STAY ON TRACK IF YOU TAKE CONTROL!

The_____Chapter of the National Association of Women in Construction offers you the direction you need to makethe right choices in your career and business.

NAWIC is an association with over sixty-five years of industry awareness and over 4,000 members in approximately 175 chapters across the United States. As a member of our Chapter, you have the opportunity to take advantage of this network through monthly Chapter meetings, professional seminars and business contacts that count.

Won't you join us at our _____, meeting? For your information, our speaker will be discussing _____

In today's times, your membership in NAWIC is an investment in yourself!

I have enclosed some additional information on our Association, including a membership application. Again, if I can answer any questions, please call me at_____. For your use I have also enclosed my business card.

Sincerely,

Enc.

LETTER TO PROSPECTIVE MEMBERS

SAMPLE

Date

Name Address

Dear____,

As you requested, enclosed is information on the_____Chapter of the National Association ofWomen in Construction.

NAWIC is an international association of women employed in the construction industry, which promotes that industry and supports the advancement of women within it. The association is also dedicated to the education of our nations' future workforce.

On a chapter level, NAWIC works on a one-to-one basis with members, offering opportunities to enhance leadership skills,making invaluable business contacts and attaining professional growth that cannot be done alone.

Let NAWIC work for you! Enclosed is a membership application and various pieces of information regarding NAWIC. Should you have any questions or need additional information, please feel free to contact me at_____. I have also enclosed my business card for your convenience.I look forward to hearing from you soon.

Sincerely,

Enc

LETTER TO PROSPECTIVE MEMBERS

SAMPLE

Date

Name Address

Dear _____,

I would like to introduce you to a unique organization called the National Association of Women in Construction (NAWIC). I feel an introduction is in order because as a woman actively employed in an important phase of the construction industry, you should be a member of NAWIC.

Members are women who hold responsible positions in diverse fields including architecture, general contracting, subcontracting, material suppliers, engineers, construction news services, construction trade associations and those that provide support services for the construction industry.

Since becoming a national organization in 1955, we have grown from 16 founding members to approximately 4,000 members throughout the United States and Canada.

What advantage does NAWIC membership hold for you?

NAWIC's objective is to help you become more competent, efficient and better informed.

We widen your horizon with local Chapter programs, Region conferences, a Region Forum, an annual meeting, and through continuing education programs and projects all year.

What advantage does your NAWIC membership offer your employer?

As a member, you will become better acquainted with your industry and people in it; more alert to your company's needs and better prepared to meet those needs. You can contribute significantly to your company's growth and profit as a more professional employee. In addition, you can help open new channels of communication with other firms in the industry.

Enclosed is a membership brochure. Should you have any questions, or need more information, please feel free to contact me at

_____.

I look forward to hearing from you soon.

LETTER TO PROSPECTIVE MEMBERS
SAMPLE

Date

Name Address

Dear____,

I would like to introduce to you a unique organization, The National Association of Women in Construction (NAWIC).

NAWIC is unique because it is a woman's organization in a man's world of construction. It is also unique because it is the only organization that cuts across all facets of the diverse industry.

Its approximately 4,000 members throughout the United States work for, or are, architects, general contractors, subcontractors, building material suppliers, construction engineers, construction news services, construction trade associations and those that provide support services for the construction industry. Your women employees are eligible for membership!

As members of NAWIC, female employees will be better informed; more alert to your company's needs and better prepared to meet those needs. They can help you open new channels of communication with other firms in construction. As more competent, efficient and professional employees, they can contribute more significantly to your company's growth and profit.

Enclosed is a copy of a NAWIC membership information brochure. We feel your company should be represented among our members and we would be pleased to have your female employees at our next meeting. For your information, we meet the of each month at_____.

If I can provide you or your employees with more information, or for dinner reservations, please feel free to contact me at _____.

Sincerely,

FOLLOW-UP LETTER TO PROSPECTIVE MEMBERS
SAMPLE

Date

Name Address

Dear____,

Thank you for attending our_____(date) meeting. We hope you enjoyed the meeting and found it to be beneficial to you and your employer/firm. If you have any questions about becoming a member of NAWIC, please feel free to contact me at _____.

Our next regular meeting will be held on_____(date/time), at_____(location). I hope you will mark this date and plan to join us again. I will be contacting you regarding reservations for the meeting.

I have enclosed some additional information on our Association and again should you have any questions, please call me. I look forward to seeing you again soon!

Sincerely,

Enc

FOLLOW-UP LETTER TO PROSPECTIVE MEMBERS
SAMPLE

Date

Name Address

Dear____,

Thank you for attending our_____(date) meeting. I hope you enjoyed the meeting and found it to be beneficial to you and your firm. By the way, I personally had a wonderful time getting to know you!

Our next regular meeting will be held on_____(date/time) at_____(location). I hope you will calendar this date and plan to join us again. In any event I will be contacting you regarding reservations for the meeting where our speaker will be discussing_____.

I have enclosed some additional information on our Association, including a membership application (with a stamped, self-addressed envelope). Again if I can answer any questions, just give me a call at _____.

I look forward to seeing you again soon! Best regards,

Enc

LETTER TO PROSPECTIVE EMPLOYERS
SAMPLE

Date

Name Address

Dear____,

YOUR BUSINESS CAN ONLY STAY ON TRACK IF YOU TAKE CONTROL!

The_____chapter of the National Association of Women in Construction (NAWIC) offers your employees the direction they need to stay ahead in their careers making them a more valuable asset to your every working day.

NAWIC is an association with sixty-five years of industry awareness and approximately 4,000 members in approximately 200 chapters across the United States and Canada.

As a member of our Chapter, your employees can take advantage of this network through monthly chapter meetings, professional seminars and business contacts that count.

In today's economically trying times, NAWIC is an investment in tomorrow! Won't you make sure your company is represented at our next chapter meeting (date/time/location)?

If I can provide you or your employees with any additional information, feel free to contact me at (your day/evening number).

Sincerely,

FOLLOW-UP LETTER TO NEW MEMBER'S EMPLOYER
SAMPLE

Date

Name

Address

Dear _____,

Congratulations! We are pleased to advise you that _____ (new member's name) membership application has been approved by the National Association of Women in Construction (NAWIC).

Founded in 1955, NAWIC is a network of approximately 4,000 members across the United States encompassing women in all phases of the construction industry, including professional, administrative and trades.

By joining NAWIC, each member is given the opportunity to be of greater service to her company and our industry as a whole. The accumulation of education and knowledge through our increased awareness of our industry is more than a source of personal satisfaction, it is a path to growth and development as well.

We take great pride in our industry, our employers and our purpose. We look forward to your support as well as extend an open invitation for you to join us at any chapter meeting or function.

Again, thank you.

Best Regards,

(NOTE: Ask new member's approval before mailing.)