

CONGRATULATIONS NEW MEMBER LETTER

Date

Name
Address

Dear _____,

Congratulations! Your membership application has been approved by the NAWIC Office.

We will plan to initiate you at the _____ (place) general
Membership meeting to be held on _____ (date). Please be
sure to call in your reservation to _____ (name) by _____ (date) at
_____ (telephone number).

Our speaker for the _____ (month) meeting should prove to be very
interesting. The topic is _____ (name of topic). Please be sure to check with me on
the meeting night by _____ (time) to find out about the initiation ceremony.

Again, congratulations and welcome to NAWIC! I am sure you will benefit through your membership,
as well as we will from having you.

Sincerely,

MEMBER THANK YOU LETTER

Date

TO: _____ (Members Name)

FROM: _____ (Chapter President/Membership Chair)

As our NAWIC year winds down, I want to personally thank each employer for their support. Please
distribute the attached letter to your employer and perhaps you might want to add a personal note of your
own.

Besides their support, please accept my heartfelt thanks for the strength and support you have given me.

Sincerely,

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EMPLOYER THANK YOU LETTER

Date

Dear __ (Employer),

As President/Membership Chair of the _____ Chapter # _____ of NAWIC, I would like to personally thank you and your company for supporting our members during the past year.

In the years that I have spent as a member of this Chapter, I have watched us gain strength, confidence and purpose. It is the quality of the members and the encouragement and financial support from their employers that has enabled our Chapter to reach its potential. It is inevitable that each member will be of greater service to her company and our industry as a whole.

The accumulation of education, knowledge, and 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 again in 20__ - 20_, as well as extending to you an open invitation to join us at any Chapter meeting or function.

Again, thank you.

Best regards,

“MISS YOU” LETTER

Date

Name
Address

Dear __,

We haven't seen you much this year and wanted to let you know that we miss you.

Each and every member is valued for her ideas, expertise, advice and leadership. We have many new members who depend on learning from members with longer service. We need you!!!

Our next General Membership meeting will be held on _____ (date) at the offices of _____ (location). We will be touring their facility. Wine and hors d'oeuvres will be served at a charge of no more than _____. We hope to see you at our _____ (month) meeting.

Sincerely,

PRESIDENT-ELECT LETTER

Date

TO: Members, _____ Chapter # _____

It is dues renewal time and a good time to let you know what is planned for the upcoming NAWIC year. There will be some great educational classes, dynamic speakers, new contacts and some great growth potential for those of you who commit some time for participation in this organization.

Some of my goals for NAWIC this year are:

- 1.
- 2.
- 3.

I know all of us are busy with time limitations. There is room for everyone on committees and special projects, those with lots of time to give and those with very little. By joining in, your membership will become more meaningful.

I am looking forward to the upcoming year as your President and the chance to get to know and work with all of you.

Sincerely,

President-Elect