

(on letterhead)

Date

New Member

Address

City

Country

Hello [New Member],

As President of your local [Location] Chapter, I'd like to personally welcome you to ACP International. We're happy you have joined us.

Our International Headquarters office will be sending information about how to get the most out of your membership. If this New Member Packet has not already arrived, you will receive it soon.

I'd like to tell you a little about the programs that we have to offer locally. *(Talk about programs, chapter meetings, involvement in chapter committees, any other appropriate items that are specific to your chapter. If applicable, mention the chapter website.)*

I would be interested in hearing your expectations and what you hope to get out of ACP International. If this is something you'd like to share, please feel free to contact me.

(maybe put contact info here.)

As a member of the [Chapter Name] Chapter, you have joined an innovative and supportive group of Career Professionals that are interested in learning to advance their careers and our industry. We hope you will enjoy being a part of this professional network and we welcome you!

Sincerely,

[Name]

President, [Chapter Name]