**NEW MEMBER LETTER**

Date

Dear:

I would like to take this opportunity to welcome you to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are pleased that you have chosen \_\_\_\_\_\_\_\_\_\_\_\_ as your life long resource for your professional and personal growth.

Membership in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide you with technical information, advocacy, and professional networking opportunities, which will help advance your career. You will be able to exchange research information with other people in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ field as well as participate in programming sessions offered at various conferences throughout the year. As part of your membership in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you will receive the following:

* Benefit 1
* Benefit 2

The chair of the division/forum is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. He can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or via email, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For more information about the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please consult the division’s web page at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, should you have any questions or concerns.

Sincerely,

Secretary/Membership Representative