

(on letterhead or sent via email with logo pasted here)

Date

Renewing Member Name

Address

City

Country

Dear (Renewing Member First Name):

I'd like to thank you for choosing to spend another year as a member of ACP International's [Local] Chapter.

I hope that you have been pleased with the services and programs that we offer, and that you have had the opportunity to make lasting business contacts and personal friendships. We pride ourselves on being a close-knit community, one that plays a supportive role in your career development.

I'd be very interested in hearing your feedback on the Association and our Chapter. We can better serve all of our members if we keep the lines of communication open, as that will allow us to continue growing and maintaining relevance in this ever-changing industry.

If you are interested in sharing, please don't hesitate to give me a call or send me an email. I'm looking forward to seeing you at our next chapter meeting.

Kindest regards,

Your signature

ACP International [Chapter Name] Chapter President