February 1, 2013

[*First Last*]

[*Title*]

[*Organization*]

[*City, State ZIP*]

Dear [*First*]:

Congratulations on your new position as [*new position*]! As [a member of the Institute for Organization Management Board of Trustees OR Board of Regents], I’d like to welcome you to [*recipient’s new organization*] and to what I trust will be an exciting professional opportunity for you.

As the new [*title*], I highly encourage you attend the U.S. Chamber of Commerce Foundation’s Institute for Organization Management professional development program. Institute is critical in gaining credibility within the industry and profession, networking with your peers, and sharing best practices. The camaraderie amongst its participants is truly unique … [*Please feel free to change this paragraph.* *I imagine these few sentences as a place to share your personal experience and from an action-oriented point of view*]

For over 92 years, Institute has provided education on all facets of running a nonprofit organization. From membership retention to legal issues to budgeting and marketing, Institute’s curriculum focuses on the unique challenges facing associations and chambers today. Institute also provides one of the best networking opportunities in the industry. Additionally, Institute’s curriculum is directly tied to the CAE and CCE bodies of knowledge, allowing you and your staff to earn credit to maintain your industry certification.

I am excited about sharing my Institute experience with you. If I can provide any more information, you may contact me at (XXX) XXX-XXXX. I look forward to meeting you.

Sincerely,

*[Your name]*