Hi <Name>,

As a member of the <site> Board of Regents, I invite you and/or your staff to join us this upcoming [Institute for Organization Management](http://institute.uschamber.com/general-information/) season. Through this program, you will learn about the industry's top tools and best practices needed to run a successful nonprofit organization. With a variety of elective courses to choose from, networking opportunities, and personalized consultations, the year couldn't be better.

Institute offers a number of great benefits, including the sharing of best practices; gaining knowledge from industry experts; expanding your network; and earning credits towards the CAE or CCE industry certifications, just to name a few. <Share personal story or testimonial.>

Start planning your Institute experience today. [Registration](http://institute.uschamber.com/register/) for Institute is now open!

<Insert site, date, and enrollment deadlines of choice>

**Don’t Forget: Apply for a Scholarship Today!**

Institute is proud to offer several tuition [scholarships](http://institute.uschamber.com/scholarships/) to participants each year. Each scholarship is evaluated with the same criteria and is awarded based on evaluation of an applicant’s financial need, involvement in industry professional organizations, community service, and professional background.

For more information about Institute's program and curriculum offerings, take a look at the [Prospective Student Toolkit](http://institute.uschamber.com/prospective-student-toolkit/).

If you have questions or would like to discuss Institute’s programs and benefits, please feel free to contact me at <phone> or <email.>

I hope to see you this on-site!

Thanks,

<Email Signature>

<Year Site> Graduate

<Site> Board of Regents/Board of Trustees