

<DATE>

<FNAME> <LNAME>
<TITLE>
<COMPANY NAME>
<ADDRESS 1>
<ADDRESS 2>
<CITY>, <STATE> <ZIP>

Dear <FNAME>:

Welcome to the (CHAPTER NAME) Chapter of the International Public Management Association for Human Resources (IPMA-HR). You are now a part of a wide and active network of local HR professionals who are also enjoying IPMA-HR (CHAPTER NAME) Chapter's professional growth and career enhancing benefits.

IPMA-HR's (CHAPTER NAME) Chapter is ...

[GIVE A BRIEF DESCRIPTION OF YOUR CHAPTER'S BENEFITS, ACTIVITIES AND MEETING SCHEDULE. IF YOUR CHAPTER HAS A WEB SITE, GIVE THE DETAILS OF THE WEBSITE HERE AND ENCOURAGE THEM TO BOOKMARK THE SITE.]

We provide educational sessions, community outreach event, networking opportunities and professional development programs throughout the year.

Getting involved with your local chapter is an outstanding way to grow personally and professionally, and I'd like to invite you to become involved in the chapter by participating on one of our _____ committees. Below is a complete listing of the active chapter committees. Please call any of the committee chairs to volunteer your talents.

[LIST THE COMMITTEES YOUR CHAPTER HAS WITH KEY CONTACTS FOR EACH – EMAIL AND PHONE NUMBERS]

- Membership Committee – John/Jane Doe, jdoe@email.com, (555) 555-5555
- Marketing/Communications Committee - Jane/John Doe, jdoe@email.com, (555) 555-5555

You'll find that getting involved on a committee helps you meet new people, builds your peer network, and enhances your membership experience.

In the meantime, please let me know if there is anything I can do for you.

Again, welcome to IPMA-HR's (CHAPTER NAME) Chapter, and I look forward to seeing you at one of our programs soon.

Sincerely,

(CHAPTER PRESIDENT'S NAME)

Chapter President

(You may also want to add a testimonial from a local chapter member. Use recognizable industry professionals and/or recognizable company names. The testimonial should be active demonstrating actionable results from membership in IPMA-HR.)