

Suggested Letter to Prospective Members for the Organizational Meeting

Dear [name of recipient],

You are cordially invited to attend a special meeting of the American Society for Pain Management Nursing (ASPMN) on [date] at [address and time].

The purpose of the meeting is to organize our own local chapter of ASPMN. It will be an interesting, worthwhile meeting and we are eager to have you join us. You will learn about the important and interesting programs and activities we have planned for our chapter and how the chapter can make a valuable contribution to the improvement of your professional knowledge and abilities in pain management.

Even if you are not currently engaged in pain management nursing, but are a professional nurse interested in pain management, we would like to have you join us. A handy reply card is enclosed so you may let us know whether you will be able to attend this meeting or future meetings of our chapter.

Sincerely,

Reply Card for Invitation Letter

Dear _____

In reply to your invitation to attend a special meeting of the American Society for Pain Management Nursing on _____ at _____,

_____ I plan to attend.

_____ I'm sorry, I can't attend this meeting.

_____ Please advise me of future meetings.

Comments: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Institutional/Organizational Affiliation: _____