

## SAMPLE WELCOME LETTER



[Date]

[Name & Address]

Dear [First Name]:

Welcome to the \_\_\_\_\_ Chapter of ASPMN! We are glad you made the choice to join ASPMN. Your membership will open professional doors and provide opportunities for personal growth.

Membership in ASPMN or any professional organization is a give-and-take relationship. Please take advantage of the Association's benefits, and please contribute your unique experience, talent, and knowledge to the organization. Your contribution will be returned to you many times over.

Please join us at the next chapter meeting \_\_\_\_\_  
\_\_\_\_\_. I would like to welcome you personally and introduce you to our chapter members. We hope your ASPMN membership is both valuable and enjoyable.

Sincerely,

\_\_\_\_\_, RN  
Membership Committee Chair  
\_\_\_\_\_ Chapter of the ASPMN

(work phone)  
(fax phone)  
(home phone)  
(email address)