Dear <Name>:

On behalf of the [International Facility Management Association](http://www.ifma.org) (IFMA) and the <Chapter Name> Chapter of IFMA, I welcome you as a new chapter member! You have joined a supportive and active professional community of more than 24,000 facility managers worldwide and nearly <member number> members in the <city/region> area.

## Get Started

## Get to know your committee members! <link to BOD or Committee members information on your chapter website>

## Create your chapter account by logging in to the chapter website. <link chapter website to your chapter site URL if you have a separate login for your members>

## Check out the benefits of joining <chapter name> chapter. <link “benefits” to your benefits of the chapter on your chapter website>

**Get Connected**

* We provide monthly educational and social events, including career-growth programs, and behind-the-scenes facility tours.
	+ <insert an example of an upcoming event titles, dates, times & descriptions for upcoming meetings/events>
* We hope to see you at our next chapter meeting to meet and network with local professionals and exchange knowledge and best practices. <link to information about next meeting>
* Optional info based on your chapter

**Get Informed**

* Pursuing an IFMA credential? Attend one of our support and study groups for IFMA’s three internationally recognized credentials: the Facility Management Professional (FMP), Certified Facility Manager® (CFM®), and the Sustainability Facility Professional (SFP®). <link to information about study group>
* Monthly educational events including webinars. <link to information about next webinar or program information for next meeting>

**Get Active**

* You have the chance to make a difference in the profession through a leadership or volunteer role <list volunteer opportunities within the chapter>

Once again, we welcome you to membership in the <Chapter Name> Chapter of IFMA and the premier association for our profession. You are a valued member of our community, and we are dedicated to providing you with information, strategies, networking and support necessary to succeed and excel in the facility management profession.

Sincerely,

<signature if available>

President

<Chapter Name> Chapter of IFMA