



icpi

Interlocking Concrete
Pavement Institute

Sample New Member Welcome Letter - 2

Date

Full Name

Company

Address

City, State Zip

Dear First Name:

As the <chapter name> President of the Board of Directors, I wanted to take this opportunity to say “hello” and welcome you to the ICPI <chapter name>!

I look forward to seeing you at the next General Membership Meeting, which will take place <when/how often>. This is a great way to get to know other members, as well as gain valuable information to improve your business.

We have a number of social events during the year to help members network and build alliances, which is so important in today’s competitive market place. I have found that the more I put into the ICPI, the more I get back, and I am sure you will also find this to be true.

If there is anything you need, or would like to talk with another member, please feel free to call me at <phone>.

I look forward to getting to know you as you become part of the ICPI “family.”

Sincerely,

<Name>

President, Board of Directors