



HOSPITAL AUXILIARIES ASSOCIATION OF ONTARIO

SAMPLE LETTER OF INTRODUCTION. {Use your own letterhead}

This is the form of letter you could use when one of your members relocates to another Hospital Auxiliary or Association in order that their valuable years of service may continue to be counted towards any honours you or they may wish to bestow upon that member.

This letter will introduce _____

[Name of Volunteer or Student Volunteer]

She/he has been a member of our organization for _____ years and has assisted it in many ways especially _____

I am certain that you can rely on her/him to benefit your organization in furthering its efforts.

We are sorry to lose _____, but we wish her/him well in your Auxiliary/Association.

Please feel free to contact me for further information.

Yours truly,

Sign here.

President _____

[Name of Auxiliary/Association]

[Address]

[Telephone]

[Facsimile]

[E-mail]