

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Invitation to Join an Organization

Dear :

This letter is your official invitation to join the Feline Fanatics Club. Your interest and love for our whiskered, furry friends make you the purr-fect candidate for membership. Please complete the enclosed information form and return it promptly. You will then be issued a membership card so that you can start enjoying all the benefits associated with the Club.

Once again, welcome!

Sincerely,

N A M E