

Sample Renewal Member Letter

**Sample cover letter to accompany RENEWAL forms.
Please feel free to add additional wording that is
appropriate for your association –
BUT BE SURE TO INCLUDE ALL THE PERTINENT INFORMATION!!!**

(ON LOCAL ASSOCIATION LETTERHEAD)

Date

Enclosed is your NAIW (International) and (LOCAL ASSOCIATION NAME) membership renewal form for 2011-2012. We look forward to your continued participation next year.

In order to complete your renewal correctly:

1. Review your name, address and phone number at the top of the form. Revise this information as needed by simply marking through the printed text and printing in the correct data.

BE SURE TO INCLUDE YOUR EMPLOYER'S (COMPANY/AGENCY/OTHER) NAME, EVEN IF YOUR HOME IS YOUR PREFERRED MAILING ADDRESS. THIS INFORMATION IS REQUIRED OF ALL MEMBERS.

2. Make your check payable to (LOCAL ASSOCIATION NAME) in the amount of local and International dues, as indicated on the form.
3. Mail your check and a copy of your form to:

LOCAL ASSOCIATION NAME
OFFICER NAME
Address
City, State Zip

NOTE: If your employer pays your dues make sure he/she has:
--the party to whom to make out the check
--the correct amount of dues
--the address to which to mail your renewal form, and
--your completed renewal form to mail with the check.

YOUR RENEWAL APPLICATION AND DUES MUST GO THROUGH YOUR LOCAL ASSOCIATION. FORWARDING THEM DIRECTLY TO NAIW (International) WILL ONLY DELAY ACCEPTANCE OF YOUR RENEWAL.

Your dues and form are due to the address above by (DATE—JUNE 1st in accordance with NAIW bylaws). This deadline date is critical so that we may submit our material to NAIW (International) no later than July 1st - especially important for those who are accumulating consecutive years of membership to or obtain, retain or renew their DAE designation.

Thank you for your support of (LOCAL ASSOCIATION NAME) and NAIW (International). If you have questions, please call (NAME OF PERSON HANDLING RENEWAL) at (PHONE NUMBER). We look forward to a successful year together.