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Sample Member Recruitment Letters

(updated October, 2015)

Sample Letter to New Members

*(CHAPTER LOGO)*

Dear Nursing Colleague,

I am writing to tell you about an organization based here in *(CITY)* dedicated to promoting the development of nurses who care for persons living with HIV/AIDS.

The *(CITY)* Chapter of the Association of Nurses in AIDS Care (ANAC) was chartered in

*(DATE).* For local chapter dues of (*$AMOUNT)* and national membership dues of $90, a nurse can attend 4-5 education meetings per year that provide nursing continuing education credits. ANAC members also receive *The Journal of the Association of Nurses in AIDS Care (JANAC),* reduced fees for the annual conference and reduced fees for the ACRN certification program.

*(INSERT INFORMATION ABOUT YOUR CHAPTER)*

Please look through the information contained in this folder that describes the outstanding benefits of our organization. If you have any questions regarding the enclosed information, please call our Chapter Secretary *(NAME)* at *(PHONE)* or email *(EMAIL).*

Thank you for your interest in the *(CITY)* chapter of ANAC.

Best Regards,

*(NAME)*

Chapter President

**Sample Letter Inviting National Members to Join the Local Chapter**

*(CHAPTER LOGO)*

Dear fellow ANAC member,

I noticed that your name appears on the national roster for ANAC and you list a local zip code as your home address. We have a great local chapter and would truly like you to become involved in any way you can. We all understand how busy a nurse’s life can be and sometime there just isn’t any time left over for extracurricular activities. We offer educational opportunities at our bimonthly meetings as well as the opportunity to network with your peers and maybe even just talk to someone who is or has been in a situation similar to yours.

We have a vital and dynamic chapter in *(CITY).* Nurses and other healthcare professionals from all aspects of HIV/AIDS care are represented. Our meetings are held *(DATE, TIME, LOCATION).* As a member of ANAC, you already receive the national newsletter and JANAC. We will be adding your name to our mailing list for the local newsletter as well. I encourage you to join our chapter and network with other nurses and healthcare professionals like you.

Please call me if you have any questions regarding membership at the local level. Being a member of the local chapter has afforded me many opportunities for education, networking, camaraderie and just plain fun. I hope you choose to join us.

Sincerely,

*(NAME)*

Chapter President