

Date

(Sample New Member follow-up letter)

Name
Company
Address
City, State, Zip

Dear:

Congratulations and welcome to the Association for Facilities Engineering. AFE has nearly 8,000 active members worldwide that form the largest network of technically focused facilities engineers. These professionals come together to Learn, Lead, and Influence the facility engineering profession. AFE offers the facility engineer a wealth of knowledge you cannot find anywhere else. Some of the resources available to AFE members are:

- Certification and review courses are offered several times a year for the CPE (Certified Plant Engineer) and CPMM (Certified Plant Maintenance Manager)
- *Facilities Engineering Journal* is recognized as the best publication in the field.
- AFE Information Resources Library provides easy access to salary surveys, books, past journal articles, and research reports written by the leading experts in their fields.
- The AFE web site (www.afe.org) provides all the information you need, right at your fingertips.
- AFE'S three national conferences provide informative seminars and workshops.

In addition to these benefits, our chapter affords you the opportunity to:
(list chapter events, programs, benefits, local trade shows)

We are anxious for you to expand your professional contacts by participating in our local chapter meetings. As President of chapter name and # I would like to invite you to the next meeting, scheduled for date and time. The meeting will be held at the location and phone number. I will be in touch with you in the next week to answer any questions you may have about the meeting or about the chapter. Enclosed is a copy of our last Newsletter, which will provide you with up to date information about our chapter.

Again, welcome to AFE and I look forward to speaking with you soon.

Sincerely,

Name
Chapter President