

Date

(Sample Non-Renewed Member)

Name

Company

Address

City, State Zip

Dear:

We Have Missed You! According to our chapter records, you have not renewed your membership in the Association for Facilities Engineering. I'd like to take a few moments to remind you of some of the benefits you would be receiving if you were still an active AFE member!

- Facilities Engineering Journal, with up-to-date technical resources for today's engineering professional.
- AFE Information Resources Library provides an easy access to salary surveys, books, past Journal articles, and research reports written by the leading experts in their fields.
- AFE web site (www.afe.org) holds the key to technical information, career placement, and industry resources.
- CPE and CPMM comprehensive Certification and Review Programs are administered only by AFE.

The most valuable resource you have is access to AFE's broad network of over 8,000 active members. The AFE Network of facilities engineers works to provide instant access to information, solutions to engineering challenges, ideas for creative facility maintenance, design, and general camaraderie of interacting with your peers. This network can be accessed through the Membership Resource Directory, local chapter meetings, chapter web site "chat rooms" and over 20 AFE-sponsored trade shows each year.

As Chapter President of chapter name & number, I would like to invite you to our next meeting, scheduled for date, place, & time. I will be calling you in the next week to answer any questions you may have about the chapter, the next chapter meeting, or about renewing your membership. Take advantage of all AFE has to offer by renewing your membership today!

Sincerely,

Name

Chapter President