

Date

(Sample Prospect Letter)

Name

Company

Address

City, State Zip

Dear:

Thank you for your interest in the Association for Facilities Engineering. AFE's most valuable resources are the nearly 9,000 members worldwide who comprise the largest network of facility engineers. These professionals come together through AFE to Learn, Lead and Influence.

AFE helps the network work for you! I have listed some of the member benefits that will be available to you when you join AFE.

- Our Membership Directory's exclusive "experience inventory" lists members' areas of expertise and how to contact them
- 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 only available through AFE
- 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
- Networking through local chapter meetings and over 20 AFE-sponsored trade shows each year connects you to facility engineering professionals right in your own hometown

The opportunity to become a member of AFE and all it has to offer is available to you right now! As the President of chapter name & number, I would like to invite you to our next meeting, scheduled for date, time, & place. If you like, fill out the enclosed Membership Application and bring it with you to our next chapter meeting. It's that easy! I will be calling you in the next week to answer any questions you may have about AFE, our local chapter, or our next meeting. I look forward to meeting with you soon.

Sincerely,

Name

Chapter President