

Welcome Email Template

Dear [new member's name],

Thank you so much for becoming a member of [association's name]! We're thrilled to have you on board and can't wait to get to know you.

To help you get involved here are a few events we have planned over the next couple of months:

- [List upcoming events here]

You can view our full calendar of events at [link to website with event calendar].

In addition, we want to make sure you're taking full advantage of all the membership benefits available! Here are a few things to get you started ASAP:

- [List primary membership benefits, i.e. networking opportunities, access to members-only content, professional development opportunities, etc.]

Should you need any assistance or have any questions or comments about your membership or benefits, please feel free to contact us at [phone number] or email us at [email address].

We look forward to seeing you at our next meeting!

Sincerely,

[Executive Director/President or Board Chair's Name]
[President or Board Chair title]

Renewal Email Template

Dear [Member's First Name],

The time has come for you to renew your membership with [association name and abbreviation]!

Your loyalty and support was valuable in helping us support the National Guard and our members. Over the past year we have accomplished so much, including:

- [Successful advocacy initiative.]
- [Fundraising event or volunteer opportunity.]
- [Any other milestones you achieved!]

This year, we hope to accomplish even more, including [Your Association's Plans]. However, we couldn't do it without members just like you!

Please join our organization for another successful year by renewing your membership today. [Please choose one of the following sentences that would be appropriate for your association] Attached, you'll find a copy of our membership application form. Please go to [membership website] for a quick and easy way to renew.

If you have any questions about the renewal process, please don't hesitate to contact our membership director, [Director's Full Name], at [Phone Number] or [Email Address], or by visiting our offices located at [Office Address].

As always, we thank you for your continued dedication to our cause. We look forward to serving you for another year!

Sincerely,

[Executive Director/President or Board Chair's Name]
[President or Board Chair title]