**Items in Red should be tailored to your specific information.**

Dear <Name>

I would like to invite you to attend <event> on <date> hosted by the local <CHAPTER NAME> chapter. *<consider linking your chapter website to the chapter name>*

*OR you can change the first line to read*

As a fellow member of the engineering community here in <your city, area, or geographical region> I am reaching out to invite you to learn more about ASHRAE and our local <chapter> chapter.

We are a successful and growing chapter of [ASHRAE](http://www.ashrae.org), offering the local engineering community an opportunity to network, and take advantage of the many benefits of ASHRAE membership. ASHRAE is the largest international organization focused on shaping the built environment, with over 57,000 members in 132 countries.

We welcome you to attend any of our meetings or events at your convenience. If you would like to learn more about ASHRAE, our chapter, or membership in general, please let me know. I’d be happy to answer any questions, and look forward to welcoming you at our next chapter event

New members receive one year complimentary subscription to the [ASHRAE Handbook Online](https://handbook.ashrae.org) in addition to a print copy of the annual ASHRAE Handbook, and discounts on all [publications.](https://iweb.ashrae.org/iweb/Forms/DynamicProfile.aspx?ItemKey=649d1a9d-ca93-4dd8-b5b5-aa00e10946b0&LinkKey=&FormKey=b772881d-d704-40f3-92b6-09b13a50fcc9&tab=crm&tabitem=individuals&key=4949f3ef-8f97-4b3d-a738-3772bff4646b)

[Continuing Education & Certification](https://www.ashrae.org/education--certification/): As a member you will receive discounted registration on all ALI seminars and courses, which provide high-quality, authoritative, and credible technical information.

[Get Involved Locally](https://www.ashrae.org/society-groups/regions): Chapter and Regional events such as Chapter meetings, and Chapter Regional Conference’s (CRCs) are a great way to meet others in your area and expand your network.

[Participate on Technical or Standards Committees](https://www.ashrae.org/society-groups/volunteer/learn-more-about-becoming-a-volunteer): The knowledge you will gain from volunteering with ASHRAE is priceless. Take a look at the committees and volunteer opportunities available to you, and learn how to participate.

[Society Meetings and Conferences:](https://www.ashrae.org/membership--conferences/conferences) Make time to attend at least one of ASHRAE’s meetings or conferences this year, and network with other members from around the world.

[ASHRAExChange:](https://www.ashraexchange.org/forum.php) If you haven’t done so yet, sign up to participate in the newest online discussion forum for questions, answers, and hot topics relating to the HVAC&R industry.

I look forward to hearing from you and welcoming you to our chapter. Once again, please don’t hesitate contact me with any questions.

<Your signature/name/etc>