**How do you ask your employer to support your interest in ASHRAE?**

Seeking employer support for your membership in ASHRAE may feel like an awkward position to be in, but it doesn’t have to be. When you show interest in a professional organization it says you are serious about your career and want to grow professionally and personally.

Most employers are happy to support your desire for involvement in a professional society like ASHRAE. Many organizational leaders are members of quite a few professional societies themselves. They understand how important membership in a professional society has been to their own growth, and are usually happy to encourage others to take advantage of what professional memberships have to offer.

If you aren’t sure where your employer stands, why not ask? Here is an email you can copy and paste, (with your membership application attached, or not if you want to apply online) and suit to your own needs.

**Sample Letter Requesting Employer Support to join ASHRAE**

Copy, paste, personalize, and send.

Dear< Manager’s Name>:

Recently I learned about the benefits of membership in ASHRAE, and would like to apply for membership in the Society. Membership benefits include discounts and online access to ASHRAE publications, an annual print copy of the ASHRAE Handbook, the monthly ASHRAE Journal and HPB Magazine, discounts on continuing education opportunities, conferences and much more. I am personally interested in participating on the technical committees, attending chapter meetings, and getting involved with the Society.

My annual membership dues are $<\_\_\_\_\_>. I ask that you please consider investing in my membership with ASHRAE. The resources, networking, and learning experiences I will gain from this membership will be evident in my work here at <name of your employer>. If you would like to learn more about ASHRAE, their website is www.ashrae.org or I would be happy to provide you with more information on the specific benefits ASHRAE membership would provide to our company.

Thank you for your consideration.

<Your Name>

**Sample Letter Requesting Employer Support for Renewing Members**

Copy, paste, personalize, and send.

Dear <Manager’s Name>:

I received notification that my ASHRAE membership is due for renewal by <enter date>, and I am writing to seek your support of this membership. My annual membership dues are $\_\_\_\_\_\_\_.

Membership in ASHRAE provides access to, and discounts on industry publications, as well as networking opportunities, continuing education courses, and much more. The benefits I continue to receive over the course of my membership are critical to my personal and professional development, and the work I do here at <company name>.

Please contact me with any questions. If you would like to learn more about ASHRAE, visit www.ashrae.org or email members@ashrae.org.

Thank you for your consideration.

<Your Name>