

Letter Accepting an Invitation to Join the Chamber of Commerce

This package contains:

1. Instructions & Checklist for Writing a Letter Accepting an Invitation to Join the Chamber of Commerce
2. Letter Accepting an Invitation to Join the Chamber of Commerce

Instructions & Checklist for a Letter Accepting an Invitation to Join the Chamber of Commerce

- This package contains: (1) Instructions & Checklist for a Letter Accepting an Invitation to Join the Chamber of Commerce; and (2) Letter Accepting an Invitation to Join the Chamber of Commerce.

- This form is designed to assist you in drafting a letter to your local Chamber of Commerce accepting their invitation to join the organization.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 28, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to thank you for inviting me to [a Chamber event, i.e., *the Businessmen's Monthly Lunch Round Table*]. -- I really enjoyed it. I was overwhelmed by the hospitality the group extended to me, and I'm truly delighted to accept your invitation to join the [Name of Town] Chamber of Commerce.

I am very impressed by the group's professionalism, and commitment to nurturing local businesses. I look forward to learning more about the Chamber and to finding out how I can help achieve its worthy goals.

Cordially,

[Your Name]

Enclosures