

Solicitation Letter to Join Chamber of Commerce

This package contains:

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

Instructions & Checklist for a Solicitation Letter to Join the Chamber of Commerce

- 1) Instructions and Checklist for a Solicitation Letter to Join the Chamber of Commerce; and (2) Solicitation Letter to Join the Chamber of Commerce.

- This form is designed to assist you in drafting a letter to a business person describing the benefits that his business can gain from membership in the Chamber of Commerce, and suggesting he/she attend a meeting and/or speak with you for further information.

- 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 29, 2009

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

Dear [Name of Recipient]:

I know that [Name of Recipient's Company] has been in business for [length of time] now, and it seems you are getting to be known in town and that business is good. But as we all know, business can always be better, and one of the best ways to increase your bottom line with the least amount of effort is to join the Chamber of Commerce. I know this for a fact, because that's what it's done for me.

It provides a lot of benefits at very little cost: a membership is only [\$_____ per year].

An excellent way to learn about the benefits of the Chamber is to attend the monthly [Name of Event]. I'd be happy to bring you along as my guest – the next one is being held on [Date & Time], Just give me a call and I'll pick you up at your office.

If you're too busy to take the time just now, I'd still really be happy to tell you more in detail about the benefits. Just give me a call and we can talk about it over the phone; I won't take up your time -- I'll tell you in 3 minutes about why I'm so enthusiastic about the Chamber!

I look forward to hearing from you.

Cordially,

[Your Name]

Enclosures