

## **SAMPLE WELCOME LETTER**

Dear

It is a pleasure to welcome you to the **[Chapter Name]** Chapter of NANN. We are sure that you will soon feel the sense of pride we share in belonging to this growing chapter. We hope that you will take advantage of the many benefits that come with membership and that you will be able to use the **[Chapter Name]** chapter as both a forum for the exchange of innovative ideas and as a resource for current developments in neonatal nursing.

In this packet you will find your membership card, the chapter bylaws, and a copy of our newsletter. The newsletter contains an overview of our current activities as well as a report of our last meeting. A membership application is also provided and we encourage you to share it and the fact sheet with others in your institution that may be interested in joining.

Our next meeting will be held on **[DATE, TIME & PLACE]**. Directions and information on the educational topic can be found in the newsletter. We hope you will be able to attend what promises to be an interesting and stimulating meeting.

**[Chapter Name]** has been organized to promote the highest standards of neonatal nursing practice. Our members set the very foundation by which this goal can be reached and we encourage you to become actively involved. Should you have any questions or comments, please do not hesitate to contact our chapter at the above listed phone number or address. We look forward to seeing you on **[DATE]**.

Sincerely,

**[Your Name]**  
**[President, Chapter Name]**

enclosures:  
Membership card  
Chapter bylaws  
Newsletter  
Membership application  
Fact sheet