

**Email Template: Welcome New Chapter Member**

Welcome to RIMS!

On behalf of the \_\_\_\_\_\_\_\_\_ Chapter, I’d like to welcome you let you know about our upcoming chapter events. We hope that you will join us at our meetings. We meet \_\_\_ times a year, usually on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the month. Meetings are held at \_\_\_\_\_\_\_\_\_\_, in \_\_\_\_\_\_\_\_\_\_\_. [insert details on events]

The next scheduled chapter meeting is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Information about the meeting and instructions for registering will be posted on [chapter website].

We hope you will make the most of the benefits of RIMS membership. The local chapter can be a great resource, providing opportunities to network and share solutions with others in your immediate area. Please get involved by attending our meetings and consider participating on one of our committees. Let me know if you have any questions about the chapter.

Sincerely,

[Chapter Leader]