**Sample Letter on Your Letterhead**

Send to Members Inviting Them to Upgrade to Board of Advisors

Date

Full Name

Title

Company

Address

City, State Zip Code

Dear Name:

Each year, businesses throughout the community work with the Mobile Chamber on their annual membership and funds development drive - Chamber Chase. Since (YOUR COMPANY NAME) considers the Mobile Chamber an investment in the future of Mobile, we are proud to be a part of this campaign.

One of the campaign objectives is to locate top corporate leaders in the community, like you, to participate on the Board of Advisors. Through your leadership and business expertise, the Chamber’s programs will continue to be enhanced and strengthened while (THEIR COMPANY NAME) will benefit through advance information on events and progress within the Mobile area and the region.

Through your membership, (THEIR COMPANY NAME) has been a vital part of the Mobile Chamber. Currently, your company is investing at the fair-share dues level. Increasing your dues investment to $3,750 annually would give your company a place on the Board of Advisors. Therefore, I invite you to strongly consider being a part of the Board of Advisors, which will no doubt be a tremendous benefit to both you and the Chamber.

Additional information about the Board of Advisors is enclosed (be sure to enclose the Membership Application/BOA Upgrade) for your review. Please give me a call at (xxx) xxx-xxxx if you have any questions. In any event, (TEAM MEMBER NAME), one of our team members, will follow up with you. Thank you for your consideration, and I look forward to working with you.

Sincerely,

CEO’s Name or Volunteer’s Name

TITLE

Enclosure