

## EAPA Chapter/Branch Leader's Toolkit

### EAPA – Membership Renewal/Retention Letter/e-mail

---

Date

Member Name and EAPA Member Number#

Address

City, State Postal Code

Province, Country (if applicable)

Dear (Member Name):

Upon review of our current chapter roster, we noticed that your membership expired on (expiration date). Perhaps this is just an oversight, so I just wanted to remind you to send in your annual Association dues payment and renew your membership in EAPA. (EAPA chapter name) has truly benefited from your contributions over the last year, and we want to ensure that we are not losing a valuable member!

Renewing your membership is simple:

- If you retained a copy of your dues invoice, simply mail to EAPA Headquarters: 4350 North Fairfax Drive - Suite 410, Arlington, Va. 22203 or fax to: (703) 522-4585.
- If you want to renew online, go to [www.eapassn.org](http://www.eapassn.org) and click on "Join Now". After your last name, type in "renew".
- If you prefer to renew via phone, simply contact the Membership staff at (703) 387-1000, ext. 334.

As you know, the (EAPA chapter name) strives to offer our members a valuable experience through our program offerings, including meetings, networking opportunities and other activities. Most importantly, it is professionals like you that enhance the value of chapter membership. We value your contributions, and want you to stay connected to the largest community of EA professionals in the world! I sincerely hope that you will renew your membership with us.

If you have already renewed, please disregard this letter and accept our thanks for re-investing in EAPA. We truly appreciate your membership.

Sincerely,

(President's Name)

President, (EAPA Chapter/Branch name), EAPA

cc: (Membership Committee Chairperson's Name) Chairperson,  
(EAPA Chapter/Branch name), Membership Committee  
(Chapter/Branch Secretary), (EAPA Chapter/Branch name), EAPA