Dear Dr. xx,

As role in chapter of the xx Chapter, I would like to take this opportunity to remind you that the xx Chapter is your American College of Surgeons (ACS) home at the local level and that we are working hard on your behalf.

The insert chapter name is an active group of surgeons committed to offering our members valuable benefits at the local level and at all points of their careers. Joining the insert chapter name as a Resident Member will enhance your membership in the ACS as we offer benefits such as networking with surgical peers locally, participating in advocacy activities at the state and federal levels, taking on leadership positions within the chapter, attending educational meetings that have programming for residents, such as Surgical Jeopardy, paper competitions and mock orals.

On behalf of the insert chapter name, we strongly encourage you to join our chapter and learn more about how we can enhance your membership in the ACS. As a resident, chapter dues are waived but we do require that you apply online or submit a membership application form (attached).

For more information about the name of chapter, visit our website at URL or contact me or the name of Executive Director at phone number or by email.

I look forward to your engagement in the activities of our chapter.

Sincerely,

Name

Role, chapter name