Dear [OA Executive Name],

Thank you again for having [OA client name] join HIMSS as an Organizational Affiliate (OA) recently. We appreciate your participation and look forward to having you and your members participate at both the HIMSS global and chapter levels.

As you may know, one opportunity you and your members have is taking part in local events and activities at our chapter events. I wanted to share some information about our chapter activities that might be of interest to you and your team. [Insert chapter info]

As the [chapter leader position], I would love to get your feedback on our chapter activities, and hear more about what topics your employees [or students] would like to focus on at our events. Let’s set up some time to talk soon about how we can work together to meet your organization’s needs at the chapter level.

[OA client name] employees [students] can join HIMSS and opt in to their chapter of choice by going to <https://marketplace.himss.org/membership/oa-sign-up>. They will need to use the organization’s email domain when they sign up for their free membership.

If you have any questions about our chapter events and activities, please don’t hesitate to reach out. I look forward to your participation as an OA in our region.  Thank you.

[Chapter Leader Name]