*Add chapter logo here*

Dear XX Healthcare System,

On behalf of the XX Chapter of HIMSS (***add chapter website link***), I would like to introduce myself and our chapter board (***add board contact page***). We noticed from the Organizational Affiliate Directory that your healthcare system is a HIMSS Organizational Affiliate (OA).

We encourage your organization to become involved at the local level. Please invite your employees to take advantage of the **free individual memberships** that come with your OA program so they may access the many benefits the HIMSS XX Chapter offers, including:

* Free individual memberships
* Member pricing at chapter events
* Access to tools, resources & research
* Local networking and advocacy opportunities

**Your staff can sign up for their complimentary membership at** [**www.himss.org/oa-signup**](http://www.himss.org/oa-signup)**.**

We hope to work together to engage (insert Healthcare Name) employees as members of the chapter.

Our next upcoming event, (name of event), takes place on (date) and we would appreciate if you would spread the word to employees within your communication regarding membership.

We are happy to answer any questions that arise, whether it is regarding chapter events, volunteer activity, collaboration activity or membership questions. Feel free to reach out at any time.

Sincerely,

XX Chapter President