**Sample**: Welcome E-mail from Chapter President

Greetings (name),

On behalf of the X Chapter of HIMSS Board of Directors we thank you for your membership and dedication to the betterment of healthcare. As your chapter leadership, we are focused on providing tools, resources, and professional development programs to assist you with your professional goals. I encourage you to visit our web site often ([www.x.org](http://www.x.org)) for information about upcoming events, resources, and opportunities for involvement.

Speaking of involvement – there are many opportunities for you to engage including: attending an event, volunteering to host and coordinate a meeting, speaking to students at local colleges and universities, or serving on the Chapter Program, Membership or Communications Committees. If you are interested or have any feedback, please contact us at [XX](file:///C%3A%5CUsers%5CKMinot%5CDownloads%5CBoard%40xhimss.org).

**I would like to introduce the 201X-201X Chapter Board:**

LIST NAMES

We feel confident you will enjoy the many opportunities the XX Chapter offers to network with your peers.

Mark your calendar for the next event, \_\_\_\_.

Sincerely,

NAME

Chapter President

Email

Web site