



[Today's Date]

[Name]
[Business Name]
[Street Address]
[City], [State] [Zip]

Re: [Chapter Name] Chapter
Attendance Reminder

Dear [Name]:

This letter is to remind you of the importance of your attendance at the weekly [Chapter Name] Chapter meetings.

Because we have come to know, like and trust you, we want to continue gaining knowledge about your business. As you know, our Chapter is focused primarily on referring business to each other and your absence at weekly meetings hinders the ability of fellow members to remember you and provide you with referrals.

As your presence is essential to the success of our Chapter as well as your success in it, we encourage you to attend each and every meeting. If there is some reason or problem that is preventing you, or an associate on your behalf, from attending weekly meetings, please advise _____, the Chapter Vice President immediately. Otherwise, we look forward to seeing you at our next meeting.

Sincerely,

[Secretary Name] Chapter Secretary

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