

[Your Organization's Letterhead]

[Date]

[New Member's Name]

[New Member's Address]

[City, State, Zip Code]

Dear [New Member's Name],

We are pleased to inform you that you have been accepted as a new member of the [Organization's Name or BGA Community]! We welcome you to our community and look forward to your active participation.

As a member, you will have access to a range of resources, events, and networking opportunities that will enhance your experience with us. To get started, please find enclosed your membership card and a copy of our member handbook.

We encourage you to join our upcoming orientation session on [Date], where you will learn more about our initiatives and ways to get involved. If you have any questions, feel free to reach out to us at [Contact Information].

Congratulations and welcome once again!

Warm regards,

[Your Name]

[Your Position]

[Organization's Name]

[Phone Number]

[Email Address]

[Enclosures: Membership Card, Member Handbook]