Dear <Name>:

On behalf of the [International Facility Management Association](http://www.ifma.org) (IFMA) and the <Council Name> Council of IFMA, I welcome you as a new council member! You have joined a supportive and active professional community of more than 24,000 facility managers worldwide and nearly <member number> members in the <council name> council.

## Get Started

## Get to know your committee members! <link to BOD or Committee members information on your council website>

## Check out the benefits of joining <council name> council. <link “benefits” to your benefits of the council on your chapter website>

## <Any additional information they may need to know to get started>

**Get Connected**

* Exchange ideas and insights with members in your industry via the council’s [online community](http://community.ifma.org/).
* Seminars and conferences: At a minimum, each council meets annually at IFMA’s World Workplace Conference & Expo. See when the next [IFMA event](http://ifma.org/events) is.
* Stay on top of the latest council news and hot topic articles by subscribing to the council newsletter. <link to your archive or most recent newsletter for them to read now>
* <Optional info based on your council>

**Get Informed**

* Get access to educational, industry specific webinars. <link to information about next webinar and/or list of previous webinars>

**Get Active**

* You have the chance to make a difference in the profession through a leadership or volunteer role <list volunteer opportunities within the council>

Once again, we welcome you to membership in the <Council Name> Council of IFMA and the premier association for our profession. You are a valued member of our community, and we are dedicated to providing you with information, strategies, networking and support necessary to succeed and excel in the facility management profession.

Sincerely,

<signature if available>

President

<Council Name> Council of IFMA