Sample Prospective Member Email

*Please personalize the text below to reflect your email style. Be sure to DELETE italics and bolded instructions, then copy and paste into your email and send accordingly.*

Dear *(insert name here)*,

I’d like to invite you to attend a meeting with our local *(insert your chapter or division name)* of the IAEI. We will be discussing *(insert topic or program information)*. I will be happy to meet you there and introduce you to other *(chapter/division)* members.

*Use one of the following sentences depending on how/when your chapter/division will meet.*

Our next meeting will be held *(virtually on date/time. Include meeting link)* or
Our next meeting will be held in-person at *(insert location)* on *(insert date/time)*.

OR

*(Insert an invitation to meet for coffee of other meeting as appropriate where you can give them any printed information about membership. You can also help them register online prior to a meeting.)*

IAEI has members from all areas of the electrical industry: engineers, architects, electrical suppliers and manufacturers, utility companies, electrical contractors and electricians and of course electrical inspectors. So, what does this mean to you? It means being part of a community of well-rounded and knowledgeable electrical professionals all dedicated to electrical safety.

We offer a host of educational and networking opportunities through (virtual or in-person) meetings, seminars, and conferences. In addition, our International Office has a complete menu of on-demand webinars to fulfill your CEU requirements.

I’ll be happy to provide additional information and answer any questions you may have when we meet. Please let me know if you are interested. I look forward to hearing from you soon.

Best regards,

*(insert your name, phone, email at the least)*
*(insert your IAEI chapter/division)*