#

Enter today’s date

Member’s address line 1
Member’s address line 2
Member’s address line 3
Member’s address line 4

Dear Enter the member’s name,

In response to your application to join Enter the corporation’s name, I am pleased to inform you that the directors have confirmed your eligibility and approved your membership. We added you to our register of members on Enter the date the member was registered.

We will send you notices of upcoming general meetings where you can hear from our directors on corporation business and participate in making key decisions.

Please let us know if your contact details change, so we can send you notices and other important information about the corporation.

We welcome you and look forward to seeing you at the next general meeting—if not before.

Sincerely,

Enter the name of the person signing

Enter their role, eg Director