

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 28, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to thank you for inviting me to [a Chamber event, i.e., *the Businessmen's Monthly Lunch Round Table*]. -- I really enjoyed it. I was overwhelmed by the hospitality the group extended to me, and I'm truly delighted to accept your invitation to join the [Name of Town] Chamber of Commerce.

I am very impressed by the group's professionalism, and commitment to nurturing local businesses. I look forward to learning more about the Chamber and to finding out how I can help achieve its worthy goals.

Cordially,

[Your Name]

Enclosures