

SAMPLE CONVERT AND RENEW LETTER
National Membership to Local Membership

LEAGUE LOGO

LOCAL LEAGUE ADDRESS, PHONE, WEBSITE ADDRESS

Date....2010

Name

Address

City

Dear [salutation],

As a member of the League of Women Voters, you are an important participant in our non-partisan political organization. Women and men like you are working to increase citizens' involvement in our democracy through educational programs and advocacy.

The time has come to renew your LWV membership, which is vital to our continued success as a leading community organization. Enclosed is a response form and envelope for your convenience. We would appreciate receiving your payment by _____ [INSERT DATE THAT IS APPROPRIATE FOR YOU]

Your local league has been very active this year. Programs and activities by LWV _____ have included [INSERT PAST LOCAL LEAGUE ACTIVITIES].

During the upcoming year, LWV _____ will continue its efforts to [INSERT FUTURE PLANNED LOCAL LEAGUE ACTIVITIES]

Your membership dues also assists with advocacy and education in Albany and Washington D.C. on redistricting, campaign finance reform, ethics reform and healthcare reform as well as climate change issues. With your help, our team effort to provide outreach to local, state, and national media will be enhanced.

We need your continuing support to accomplish these activities. Our dues are \$_____ and we hope with your renewal you may be able to give an additional gift of \$10, \$15 or \$20 to provide much needed funding for our League programs.

Thank you for your renewed commitment to the League of Women Voters in Making Democracy Work.

Respectfully,

[ENCLOSED ENVELOPE]

President

Membership Chair