Hi \_\_\_\_\_\_\_\_\_\_\_,

Welcome to NAIOP! My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I serve on the Membership Committee of our NAIOP Wisconsin chapter and act as an Ambassador to new members.  As we like to do with all new members, I simply wanted to say ‘welcome’ and see if you would be free to grab a quick coffee sometime in the next couple of weeks and discuss the benefits and opportunities of NAIOP.  I would be happy to meet you where convenient for you as our schedules line up and I will bring materials with me for you to keep. My office is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I live \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, so let me know if meeting in either place or near your office is more convenient for you.

If you have any questions in the interim, please do not hesitate to reach out.  Thanks again, and I hope to speak soon.