Name Date

Title   
Address line 1

Address line 2

Dear \_\_\_\_\_\_\_\_\_:

I am writing to introduce myself on behalf of the \_\_\_\_\_ Chapter of the [Healthcare Information and Management Systems Society](http://www.himss.org) (HIMSS), a global, cause-based, not-for-profit organization focused on better health through information and technology.

As a mission driven non-profit, HIMSS provides thought leadership, advocacy and informed public policy, community building, professional development and engaging events to bring forward the voice of our members. HIMSS encompasses more than 70,000 global individual members, 630 corporate members, and over 450 non-profit organizations. Thousands of volunteers work through HIMSS to leverage information and technology to improve access, healthcare quality, and reduce costs.

*(Insert information here about your Chapter)*

Should you have any questions, please do not hesitate to contact \_\_\_(name)\_\_\_\_, \_\_\_\_(board roles)\_\_ of the HIMSS \_\_\_\_\_\_\_ Chapter at xxx-xxx-xxxx or at \_\_\_\_\_\_. Please visit [www.himss.org](http://www.himss.org) and our local Chapter page: (insert link here) for more information.

Sincerely,

*(Insert signature and name, title)*