

**Membership Renewal Reminder Instructions**

This letter template was created for you to send to your members you have an upcoming renewal. We encourage you to customize the letters for your particular needs. *Note:* This template can be used for an email or letter correspondence

Step 1: Replace the ENA logo with your state ENA logo

Step 2: The words highlighted in red brackets are for you to customize

Step 3: Make sure to include a link to your state website

Step 4: Also include contact information for someone they can reach out to with questions

Other Membership Letter Templates:

* *Lapsed Member Communication – Reaching out to members who have let their membership lapse and giving them an opportunity to rejoin*
* *Welcome Letter for New Members – Welcoming new members to ENA*
* *Welcome Letter for Rejoining Members – Welcoming rejoining members back to ENA*

[MEMBERSHIP RENEWAL REMINDER TEMPLATE]



{Replace ENA Logo with State ENA Logo}

Dear {Member Name},

Your Emergency Nurses Association membership is expiring soon. Please don’t delay in [renewing your membership](https://www.ena.org/membership/renew). You are important to our state council and we want to make sure you are able to continue to take advantage of valuable ENA member benefits.

You are one of {total number of state council members} members of the {State} ENA State Council who work together to provide continuing education, opportunities to advocate for important issues, and a framework of support and engagement for emergency nurses in {State}.

Please renew your ENA membership at [www.ena.org/renew](http://www.ena.org/renew) or by responding to your mailed renewal invoice. By renewing you will continue to receive *ENA Connection* magazine, the *Journal of Emergency Nursing*, access to free CE and other exclusive member benefits including ENA University, an all-inclusive hub for emergency nursing education and savings for members on name brand retailers.

As you renew your commitment to ENA, I look forward to a conversation on how you can engage even further with the {State} ENA State Council in the coming year. There are many opportunities for leadership and professional development at the state and national level. I encourage you visit our website {link to website} to find the latest information on events and programs in {State}.

Thank you for your continued commitment to ENA!

Sincerely,

{Name}

{State} ENA President

{Email}

{Phone}

{State Council website}