SAMPLE PROSPECT MEMBER EMAIL

Dear (Name),

We haven’t met, but I am the co-chair of the Membership Committee for ACC’s St. Louis Chapter. I understand from our President, (Name), that you attended a recent ACC event. He asked me to follow up with you to provide some information about ACC membership and answer any questions you may have.

I have attached an ACC resource sheet and a membership application for your reference. I would encourage you to check out the resources and see if you might find them helpful in your new in-house role. Personally, I think the website has a lot of great resources, especially for small department where you have to deal with a broad range of issues in areas that you may or may not have experience. There are fabulous compliance resources as well as a new contracts portal that has a lot of contract forms and examples. The e-groups are also a great resource to tap other in-house lawyers around the globe for referrals and input on legal questions.

Additionally, we offer a lot of free CLE programming locally - enough to fulfill all your MO requirements. That benefit alone more than covers the cost of annual membership.

Lastly, one of the things I find most valuable about my ACC membership are the networking opportunities. I have practiced my entire career in St. Louis, but have met more legal colleagues through ACC in the last few years that in any other group or activity.

We would love to have you join us. Please don’t hesitate to contact me if I can answer any questions or otherwise be of assistance.

Kind Regards,