April 21, 2012

Ms. Emily Gibson

459 South Ridge View Drive

Chicago, IL 60603

Dear Emily:

On behalf of the members of the *Association for Administrative Professionals*, I would like to welcome you to the organization. We have many unique activities planned to focus on training and business issues, and I am confident that you will enjoy them. Here are some of the activities we have planned:

* Asking administrative professionals to be guest speakers at meetings.
* Participating in the regional and national conferences.
* Shadowing an administrative professional for a day.
* Finding internships for members of the organization.

The next meeting will feature a presentation by Erin Foster, the President of the Harrison County Chapter. Her presentation on “Annual Reviews - Getting Your 2¢ In” will be of great value in career advancement. Please call Elexis Nelson at (317) 555‑0432 as soon as possible to RSVP.

Date: June 7, 2012

Time: 4:30 p.m.

Where: Community College

 Business Building

 Room 255

I am looking forward to seeing you at our next meeting.

Sincerely,

Michelle Hulett