

(Date of Letter)

(Chamber of Commerce)

(Room, Floor or P.O. Box)

(Street Address)

(City, State and Zip Code)

RE: Membership Requirements and Member Compliance

Dear Chairman of Membership Committee:

Kindly advise the undersigned of the requirements for membership in the Chamber of Commerce of (name of City). No doubt your Chamber of Commerce has various standards and guidelines that it uses relative to membership and, in that regard, those items are hereby requested. In addition to the foregoing, in the event your Chamber operates under certain bylaws and/or directives, either official or unofficial, written copies of any such material will also be appreciated.

It is understood that certain guidelines are used for membership and certain requirements must be followed for continued use of Chamber membership. Any information that you can provide relative to the operation of your Chamber of Commerce will be greatly appreciated. Thank you for your anticipated cooperation.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.