



## WELCOME EMAIL TEMPLATES FOR CHAPTERS

The following templates were created to assist chapters with welcoming new members to membership. Please personalize the content to fit your chapter.

### **Welcome Email – CPAs, Affiliates Members (sent at the beginning of the month for those that joined the previous month):**

Dear :

Thank you and welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA **Location**! We're thrilled to have you on board and can't wait to get to know you!

To help you get involved, you can view TXCPA **Location's** full calendar of events at **website link**. Connect to TXCPA **Location** on **insert social media link(s)** and to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, meet your continuing professional education (CPE) needs, and introduce you to your colleagues. One way to meet your fellow colleagues is through **TXCPA Exchange (insert link)**. This members-only online community provides you with the opportunity to connect with and leverage the wisdom of your peers across the state. Check it out and start connecting today.

Please let us know if there is anything we can do to help you get acquainted with TXCPA **Location** or to serve you better.

Sincerely,

### **Example:**

Dear :

Thank you and welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA Permian Basin (TXCPAPB)! We're thrilled to have you on board and can't wait to get to know you!

To help you get involved, you can view TXCPA Permian Basin's full calendar of events at <https://www.tscpa.org/permian>. Connect to TXCPAPB on [Instagram](#) and [Facebook](#) and to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, meet your continuing professional education (CPE) needs, and introduce you to your colleagues. One way to meet your fellow colleagues is through [TXCPA Exchange](#). This members-only online community provides you with the opportunity to connect with and leverage the wisdom of your peers across the state. Check it out and start connecting today.



Please let us know if there is anything we can do to help you get acquainted with TXCPAPB or to serve you better.

Sincerely,

**Welcome Email – New Licensees (sent at the beginning of the month for those that joined the previous month):**

Dear :

Welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA **Location**! As a new Texas licensee, you've been given a complimentary membership through May **year**. We are excited to meet you and serve your CPA needs with our local programs and benefits.

To help you get involved, you can view TXCPA **Location's** full calendar of events at **website link**. Connect to TXCPA **Location** on **insert social media link(s)** to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, meet your continuing professional education (CPE) needs, and introduce you to your colleagues. One way to meet your fellow colleagues is through **TXCPA Exchange (insert link)**. This members-only online community provides you with the opportunity to connect with and leverage the wisdom of your peers across the state. Check it out and start connecting today.

If you have any questions about our programs or about getting involved and connected at the local level, please let me know.

Congratulations on your license and welcome!

**Example:**

Dear :

Welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA Permian Basin (TXCPAPB)! As a new Texas licensee, you've been given a complimentary membership through May 2021. We are excited to meet you and serve your CPA needs with our local programs and benefits.

To help you get involved, you can view TXCPA Permian Basin's full calendar of events at <https://www.tscpa.org/permian>. Connect to TXCPAPB on [Facebook](#) and [Instagram](#) to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, meet your continuing professional education (CPE) needs, and introduce you to your colleagues. One way to meet your fellow colleagues is through [TXCPA Exchange](#). This



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If you have any questions about our programs or about getting involved and connected at the local level, please let me know.

Congratulations on your license and welcome!

**Welcome Email – New Student Members (sent at the beginning of the month for those that joined the previous month):**

Dear :

Welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA **Location!** We are excited to meet you and serve your needs as a future CPA with our local programs and benefits.

To help you get involved, you can view TXCPA **Location's** full calendar of events at **website link**. Connect to TXCPA **Location** on **insert social media link(s)** to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, and introduce you to your future colleagues. One way to meet CPAs is through **TXCPA Exchange (insert link)**. This members-only online community provides you with the opportunity to connect with and leverage the wisdom of CPAs across the state. Check it out and start connecting today.

You'll also want to visit **TXCPA's Career Center (insert link)**, where you can add a FREE job seekers profile to be searched by employers and access to internship postings. Membership also includes scholarship opportunities with TXCPA and **TXCPA Location**. Don't forget, you also get discounts on CPA Exam prep courses and business services.

If you have any questions about our programs or about getting involved and connected at the local level, please let me know.

Sincerely,

**Example:**

Dear :

Welcome to membership in the Texas Society of CPAs (TXCPA) and TXCPA Permian Basin (TXCPAPB)! We are excited to meet you and serve your needs as a future CPA with our local programs and benefits.



To help you get involved, you can view TXCPA Permian Basin's full calendar of events at <https://www.tscpa.org/permian>. Connect to TXCPAPB on [Facebook](#) and [Instagram](#) to ensure you don't miss out on any events and updates, and get to know your fellow members.

As a TXCPA member, you're eligible for a whole host of benefits to keep you in the loop, save you time and money, meet your continuing professional education (CPE) needs, and introduce you to your colleagues. One way to meet your fellow colleagues is through [TXCPA Exchange](#). This members-only online community provides you with the opportunity to connect with and leverage the wisdom of your peers across the state. Check it out and start connecting today.

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Sincerely,