

Once your visit is complete, please follow up with a letter or email to your colleague. Feel free to copy and paste the text below and add any highlights from your meeting or your own ASHRAE experience. Please don't forget to include a [membership application](#) that they can pass on to their employees.



Dear NAME,

Thank you for taking the time to meet with me to discuss how ASHRAE can help enrich your employees and take your business to the next level.

ASHRAE membership has transformed careers by helping employees adapt to an ever-changing industry. By harnessing and adapting new technologies the Society enables members to create a future where the built environment is healthier, more comfortable and more energy efficient, thus producing a more sustainable world. Being an active volunteer allows members to significantly give back to the community, their employer, and develop the technical tools necessary to excel and enhance the industry.

In its 122-year history, ASHRAE has become a global society advancing human well-being through sustainable technology for the built environment. The Society and its members focus on building systems, energy efficiency, indoor air quality, refrigeration and sustainability within the industry. Through research, standards writing, publishing and continuing education, ASHRAE shapes tomorrow's built environment today.

I encourage you to support your employees' participation in ASHRAE. Please direct them to [www.ashrae.org/join](http://www.ashrae.org/join) or send them the attached application.

If I can be of assistance, or answer any question, please do not hesitate to contact me or ASHRAE member specialists at [members@ashrae.org](mailto:members@ashrae.org) or call (800) 527-4723 (US and Canada) or (404) 636-8400 (globally).

Thank you,