**Sample Letter Requesting Employer Support for Renewing Members**

Copy, paste, personalize, and send.

Dear *<Manager’s Name>:*

I received notification that my ASHRAE membership is due for renewal by <enter date>, and I am writing to seek your support of this membership. My annual membership dues are *$\_\_\_\_\_\_\_.*

Membership in ASHRAE providesaccess to, and discounts onindustry publications, as well as networking opportunities, continuing education courses, and much more. The benefits I continue to receive over the course of my membership are critical to my personal and professional development, and the work I do here at *<company name>.*

Please contact me with any questions. If you would like to learn more about ASHRAE, visit [www.ashrae.org](http://www.ashrae.org) or email members@ashrae.org.

Thank you for your consideration.

*<Your Name>*