**ATD Ambassador Program**

**Sample “Initial Contact” email**

**Subject:** **Your ATD membership**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for registering as a member of the **Association for Talent Development, Kansas City Chapter**. Are you a renewing member or a new member? If renewing, welcome back! If you are new, congratulations on joining an organization with a long history of professional development opportunities!

You may have questions about our chapter and how you can best leverage your membership. As an Ambassador for [ATD-KC](http://tdkc.org/), my role is to orient you to the organization, respond to any questions you may have and help you connect with other members and opportunities for involvement that align with your professional development goals.

I’d like to set up a time to talk personally about the chapter and answer any questions you might have. We can meet either in person or phone. I am available on the following dates/times:

Please let me know which time works best for you.

 I’d also like to personally invite you to the next chapter meeting, which is the INSERT TITLEon DATE. If you’re not registered yet, you can [find out more and register here](http://tdkc.org/event-2280337).

I look forward to meeting you and sharing the benefits of being a member of ATD-KC. Welcome to our chapter!

Regards,

Your name,

Ambassador, Association for Talent Development, Kansas City Chapter