



[Today's Date]

[Name]
[Business Name]
[Street Address]
[City], [State] [Zip]

Re: [Chapter Name] Chapter
Qualified Referral Reminder

Dear [Name]:

This letter is to remind you of the importance of giving referrals to other members in the Chapter.

Remember the primary focus of our Chapter is to help each other increase their business. To this end, one of the commitments for membership is giving on average 2 referrals for each month. Although we realize this is not always possible, during the past several months, you have not reached this goal.

As your referrals are essential to the success of our Chapter as well as your success in it (as givers, get), we encourage you to focus your attention giving more referrals to members in the Chapter. If there is anything we can do to assist you in generating referrals, please contact one of the Chapter officers.

Sincerely,

[Member Name]
[Chapter Secretary]

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