Name Date

Title   
Address

Dear [appropriate greeting and name]:

I am writing to introduce myself on behalf of the [name of chapter] Chapter [link name of chapter to website] of the [Healthcare Information and Management Systems Society](http://www.himss.org/) (HIMSS), a global advisor and thought leader supporting the transformation of the health ecosystem through information and technology.

As a mission-driven non-profit, HIMSS offers a unique depth and breadth of expertise in health innovation, public policy, workforce development, research and analytics to advise global leaders, stakeholders and influencers on best practices in health information and technology. Our members include more than 100,000 individuals, 480 provider organizations, 470 non-profit partners and 650 health services organizations.

[Information on your chapter – mission, history, number of type of members, etc.]

Should you have any questions, please do not hesitate to contact [name, board roles] of the HIMSS [name of chapter] Chapter at [contact information]. Please visit [www.himss.org](http://www.himss.org) and our local Chapter page [web link] for more information.

Sincerely,

[signature, name, title, contact information]