**Non-Certification Renewal Email Template**

Subject: Time to Renew your ACEC Membership

Dear **FIRST NAME:**

It’s that time of year, time to renew your ACEC membership. Through your membership, we have accomplished many great things together this past year:

1. ***Accomplishment 1 (Legislative achievement)***
2. ***Accomplishment 2 (Meeting or event)***
3. ***Accomplishment 3 (Strategic initiative)***

By renewing your membership now, your firm and your staff will continue to benefit from the education, advocacy and networking provided from our unique state and national federated structure.

Please find enclosed your 2019-2020 Annual Membership Invoice. As you know, membership dues are based on your firm’s total employee count. Since we did not hear from you this year during the Membership Certification process, we are assuming your employee count has remained the same as you reported last year, **\_\_\_\_\_** FTEs. If this has changed, please contact me at **EMAIL** or **PHONE** and we will update your invoice appropriately.

Thank you for your continued involvement in ACEC/**STATE.** We look forward to an exciting year ahead.

Please let me now if you have any questions or concerns. We’re here to serve you!

Best regards,

**NAME**

**TITLE**