

Letter of Refusal of Invitation to Join Chamber of Commerce

This package contains:

1. Instructions & Checklist for Writing a Letter of Refusal of Invitation to Join Chamber of Commerce
2. Letter of Refusal of Invitation to Join Chamber of Commerce

Instructions & Checklist for a Letter of Refusal of Invitation to Join Chamber of Commerce

- This package contains: (1) Instructions & Checklist for a Letter of Refusal of Invitation to Join Chamber of Commerce; and (2) Letter of Refusal of Invitation to Join Chamber of Commerce.

- This form is designed to assist you in drafting a letter responding to an invitation to join the Chamber of Commerce by declining the invitation.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 29, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to thank you very much for introducing me to the [Name of Town] Chamber of Commerce; I enjoyed both the [event, luncheon, cocktail party] and the business meeting I attended recently, and gained a greater understanding of the work you do.

I also want to thank you for the invitation to Join the Chamber, and while I appreciate the fact that you are doing an admirable job in helping local small businesses to grow, I do not believe my business [Write here what type of business you have, i.e. *fabricate parts for surgical instruments*] could benefit from my belonging to the Chamber, since our target market is so very specialized.

Cordially,

[Your Name]

Enclosures