

March 31, 2020

Dear

Thank you for your membership especially during this difficult time. Your membership is especially important during the current crisis. The (CHAMBER NAME) serves as the advocate for the business community and as the central communications vehicle for important news regarding COVID-19 business resources and programs. Your membership helps the Chamber continue to provide information and services to the business community.

We are here for you and want to support you and your business during this time. We are sending out emails almost daily to all members and the community with all the updated information from the City, State and National level. Also, we are posting this information on our social media pages as well and have created both a new private Member to Member facebook group and a Local food page. We want to make sure that you have all the information to help your business move forward during this time. Please be sure that you are following both of our pages on facebook as well as reading the weekly newsletter that comes out every Tuesday at 3:30 p.m.

The Chamber hopes that your business is able to pay your membership renewal at this time and we greatly appreciate your payment if you can. However, with current circumstances, we understand that you may not be able to pay this invoice when it is due. The Board of Directors recently voted for a stay on all membership payments that are past due and for members who would have normally been invoiced in April. We will be sending out a reminder in May for all memberships that this applies to. If your business/organization is experiencing financial difficulties, please contact us at (847) 639-2800 or (EMAIL ADDRESS) to discuss alternate payment arrangements. We want to retain your business/organization as a member and will work with you to preserve your membership.

If you have any questions on billing, please do not hesitate to contact us. We are here to help and together we will be stronger.

Thank you for being part of the (CHAMBER NAME) and helping to support our community! Stay safe and healthy!

Sincerely,