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 [Date]

 [Member Name]

 [Member Address or Email address]

 [Member City, State, Zip Code, Country]

Dear [Member First Name]:

On behalf of the SPE [Technical Section Name] Section, I would like to express our sincere appreciation for your volunteer service and contribution to SPE for serving as **[Year and Volunteer Role]**.

SPE belongs to its members; we are all the owners of this Society. Therefore, we all have a responsibility to ensure its success. Volunteering is the means by which we accomplish this.

I know you have already committed significant time to SPE. I hope you have found this experience rewarding, and that you choose to continue volunteering for other SPE activities.

You are helping to ensure that SPE will continue its vital role in helping industry professionals meet the changing and diverse challenges of the future.

Sincerely,

[Chair Signature]

 **[Chair Name]**

 *[Year] Chair*