Mr. James Smith

President

Biology Society

January 5, 2011

Mr. Edward Jones

Madison Avenue  
New York, New York 10017

Dear Mr. Jones,

Warm greetings!

It is my pleasure to inform you that you have been accepted as a new member of the university’s Biology Society this academic year.  We have thoroughly reviewed your application you have successfully completed the requirements for membership.  Congratulations!

Our society is one of the prestigious organizations in the university and you will be able to gain new knowledge and experience in our chosen field.  As a new member of our society, you will be entitled to attend and have a voice in the organization meetings.  Please attend the general meeting on Monday next week where you will be welcomed and briefed about your rights and duties as a member.  We will also be discussing important matters including our upcoming activities for the year.

Again, welcome to the society!  We look forward to working with you for many years in fulfilling the society’s goals.

Sincerely,

James Smith