Renewal Email Template

Dear (enter customer’s name here)

The South Baldwin Chamber’s “Chamber Choices Campaign” will kick off soon, but for right now the focus is on what items you want to renew from last year. Now is the time to review the items you purchased last year and renew them for the coming year.

Chamber Choices only happens one time each year and the timeframe for renewal is brief, so it is important for you to act quickly to ensure your items are secured before the door opens to the entire membership on September 9th.

To view the sponsorship benefits, please visit chamberzon.com/shop-opportunities.

Here is a list of the item(s) from last year:

(Use this space to copy and paste what they purchased and/or traded.)

As soon as you have reviewed your purchases from last year and selected what you want to renew for the upcoming year you can complete your purchase by simply filling out the order form.

Or to make things super simple for you, you are welcome to simply respond to this email with your selections and I will process the transaction for you. If you want to renew all the items you purchased last year, just reply with “renew all” in the body of the email and I will quickly take care of it on your behalf.

You can visit the Chamber Choices website, www.chamberzon.com, and preview all the items available and compare benefits, prior to the ordering process. Please remember that all invoices are due net 30 days unless special arrangements are made with Donna Watts at the South Baldwin Chamber.

I hope you enjoy the experience of choosing how you market your business through the many programs, events and advertising opportunities the South Baldwin Chamber offers. I look forward to talking with you soon. In the meantime, if you have questions or need assistance please let me know.

Should you choose to shop on your own through the website, be sure to select (put your name here) as your volunteer. As always, it is my pleasure to serve you.

Sincerely yours,

Your name goes here

Campaign Volunteer for the South Baldwin Chamber of Commerce

PS – add something extra here.