

SAMPLE RECRUITMENT LETTER

[Your Name]

[Your Title]

[Your Company]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [First Name],

I am contacting you as a member of the Home Builders Association of Greater Cincinnati. You have been a pleasure to work with and I greatly appreciate that you have trusted me to provide [insert your service/product]. I look forward to growing our professional relationship, and I wanted to personally reach out to ask you to consider joining the HBA.

As a current member, I have seen firsthand how the HBA has benefited my business and career. I've grown my network of business contacts and learned about issues directly affecting the building industry, all while supporting local home builders and their business associates.

The HBA of Greater Cincinnati is affiliated with Ohio Home Builders Association as well as the National Association of Home Builders. Your membership will extend to all three associations, each providing you with resources and opportunities to grow your business and advocate for the future of home building.

I would be happy to discuss with you further how the HBA can directly benefit your business. Please reach out so I can provide more details or even help you become a member.

Thank you for your time. I hope you'll consider joining us!

Best regards,

[Your Full Name]

[Your Title]

[Your Company]