

Sample letter to program directors

[Adapt for state/chapter use and print onto state/chapter letterhead.]

[Date]

[Name, credentials, Medical Assisting Program Director]

[Institution name]

[Address]

Dear [name],

My name is [name], [President, Membership Chair, President-Elect] of [chapter name]. We've [met before at different medical assisting events or we've talked by phone].

I am writing to introduce myself and to request permission to speak to the medical assisting students who will be participating in the externship program this semester. If you are a member of the AAMA, I am sure you are aware that all levels of the AAMA organization offer many resources and networking opportunities for your students. As an officer, I feel it is extremely important to reach out to these potential new members and introduce them to their professional organization while still a student.

We welcome your students to our CEU sessions and encourage them to attend at least one business meeting to see what we are all about. If you are an educator who awards extra credit points to students who attend education sessions, we will provide you with a list of students who attend and a short summary of the topic for verification of attendance. We would also like to add your name to our e-mail/ mailing list so that you can receive notice of educational opportunities for your students.

We realize many of your students are working while attending school and that many are single parents with very limited time. That is why we feel it is important that they realize that there is a professional organization for them after they graduate and are certified. Please help your students get involved now for the networking and education opportunities.

The [chapter name] meets [insert schedule: eg, on the third Saturday of each month at 10 a.m.]. The locations vary, but we attempt to keep travel distance at a minimum. [Amount] CEUs are available at each session. A business meeting will follow immediately and your students are encouraged to attend and observe. It is also possible that a CEU session could be held at your school so that your students could have the opportunity to attend.

I look forward to establishing a relationship with [institution name] faculty and students and appreciate any assistance you can provide. Please do not hesitate to contact me via email at [e-mail] or by phone at [phone]. I look forward to hearing from you.

Sincerely,

[Name, credentials, chapter title]

[Note to chapter leader: Take AAMA information, such as Medical Assisting Students: Wherever You Are in Your Career, AAMA is Here to Help, Top 10 Reasons to Join AAMA, AAMA CMA Certification Exam Application and information about your chapter.]