

Dear Dr. [**insert name**],

As the [**Role in Chapter (ie. President)**] of your local American College of Surgeons (ACS) chapter, I would like to encourage you to take the next important step in your surgical career if you meet the membership requirements and apply to become a Fellow of the American College of Surgeons by **December 1** (see attached infographic and brochure for requirements and benefits).

The letters FACS (Fellow, American College of Surgeons) after a surgeon’s name mean that the surgeon’s education and training, professional qualifications, surgical competence, and ethical conduct have passed a rigorous evaluation, and have been found to be consistent with the high standards established and demanded by the College. Take this opportunity to become a Fellow and add this important designation to your credentials.

Applying is easy, and as an Associate Fellow, the $200 application fee will be waived. Visit the [Become a Fellow](https://www.facs.org/member-services/join/fellows) webpage for more information.

I would also like to take this opportunity to encourage you to join the [**insert chapter name**] if you are not already a member. Joining the [**insert chapter name**] will enhance your membership in the College as we offer benefits such as the opportunity to network with surgical peers locally, to participate in advocacy activities at the state and federal levels, and to conveniently attend educational meetings with CME, to name just a few. To learn more about the [**insert chapter name**], visit our website at [**insert website domain**].

If you have any questions about the benefits of Fellowship, or the chapter, please do not hesitate to contact me or [**name/contact info of Executive Director**].

Sincerely,

Name

Role in Chapter

Chapter Name

Contact info