ATTENTION: Interlocking Concrete Paving Contractors, Associates, Manufacturers and Distributors

It is my pleasure to announce the formation of our region’s first Interlocking Concrete Pavement Institute (ICPI) local chapter. At the [insert month and year] ICPI Meeting, the ICPI Executive Committee approved “Chapter-in-formation” status for our new chapter, the ICPI [ ] Chapter.

The interlocking concrete paving industry is growing fast in [insert territory] and this chapter will focus on our many regional needs. A Steering Committee has been formed to help start the chapter and have identified the following goals and objectives:

[insert same goals and objectives from chapter in formation application]

We would like to invite you to attend the inaugural meeting of the ICPI [ ] Chapter. At this important meeting, we will formally launch the chapter, elect officers, and provide information on membership. We will also begin to plan educational programs and services focused on ICPI members in [insert territory]. This meeting is open to contractors, manufacturers, and suppliers of products and services to the contractor and concrete paver manufacturers and distributors. You do not need to be an ICPI member to attend this first meeting, but you will need to join ICPI national should you wish to become a member of this chapter.

**What:** Inaugural Dinner Meeting of ICPI [ ] Chapter  
**When:**  
**Where:**

If you personally are unable to attend due to other commitments, we ask that you please send another representative from your company. Please also feel free to forward this invitation to any other interested industry persons. Please contact [insert name and phone number] should you or your company be interested in a leadership position with this chapter or helping out in any other way to get our chapter started.

We are very excited about this opportunity and look forward to your participation!

Sincerely,