<Date>

<Name>

<Address>

<City>, <State>, <Zip Code>

Dear <Name>

It is my distinct pleasure to inform you that you have earned the William G. Follmer Bronze Award for your hard work and dedication to the chapter.

The William G. Follmer Bronze Award is awarded after an individual has earned 25 member points. This award is named after William G. Follmer, who is credited with the creation of the American Association of Hospital Accountants (AAHA) (now HFMA).

The Founders Award program is a personal incentive program designed to encourage, monitor, and recognize individual involvement in HFMA. This program provides an equitable way to translate activities into points.

Congratulations on this important milestone demonstrated by your active involvement in the chapter over the past years. You will receive notification, in the upcoming months, requesting your attendance at an award ceremony in XXXXX 20XX. I hope that you will be able to attend this momentous occasion.

Very truly yours,

XXXXXXXXXXXX

Founders Chair or Chapter President