<Date>

<Name>

<Address>

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

Dear <Name>

It is my distinct pleasure to inform you that on behalf of the Chapter Board of Directors you are being conferred with the Founders Medal of Honor Award for your continued hard work and dedication to the chapter.

This prestigious award recognizes an individual who has been actively involved in HFMA for at least three years after earning the Muncie Gold Award, has provided significant service at the chapter, regional and/or national level in at least two of those years, and remains a member in good standing.

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,

XXXXXX

Chapter President