<Date>

<Name>

<Address>

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

Dear <Name>

It is my distinct pleasure to inform you that you have earned the Frederick T. Muncie Gold Award for your hard work and dedication to the chapter.

The Frederick T. Muncie Gold Award is awarded after an individual has earned 75 member points. This award honors Frederick T. Muncie, an organizing member of the American Association of Hospital Accountants (AAHA), and the first president of the association (1947–1949). Mr. Muncie also assisted in the organization of the first AAHA (now HFMA) chapter, (First Illinois).

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,

Founders Chair or Chapter President