<Date>

<Name>

<Address>

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

Dear <Name>

It is my distinct pleasure to inform you that you have earned the Robert H. Reeves Silver Award for your hard work and dedication to the chapter.

The Robert H. Reeves Silver Award is awarded after an individual has earned 50 member points. This award honors Robert H. Reeves, an organizing member of the American Association of Hospital Accountants (AAHA), who was elected president in 1956 and was instrumental in creating the structure of 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,

XXXXXXXXX

Founders Chair or Chapter President