[Date]

[Name]
[Address]
[City, State, Zip]

Dear [insert supervisor’s name]:

In order to further my professional development and support [insert your organization], I would like to [join/renew my membership in] the National Paper Trade Association (NPTA) as a [insert membership type: Distributor, Supplier, Converter, or Service Provider] member. Membership in NPTA will greatly benefit my learnings and understanding of industry standards.

For just [insert membership fee], NPTA provides numerous tools and resources pertinent to my day-to-day duties. Please see the bulleted list below for a look at some of the exclusive benefits that come with NPTA membership:

* Extensive networking opportunities, including the exclusive Paper Distribution Conference (PDC)
* Up-to-date industry reports and data
* Business trend information
* Access to the services of NPTA’s partners
* Financial benchmarking reports and dashboards
* Top-notch education
* Insights on industry-related advocacy efforts

These are just some of the tangible benefits that membership in NPTA affords me. Membership in NPTA also offers numerous intangible benefits – as a [insert job title], I constantly aspire to overcome obstacles, conquer best practices, and serve as an innovator within the distribution channel. NPTA membership helps me achieve just that.

NPTA [insert membership type] Membership is currently [$XXX], but I am certain that the benefits well outweigh the cost.

Thank you for any consideration you’re willing to make of my request.

Sincerely,

[Insert your name here]