

# Welcome letter example for new people to your branch/group

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For a supply of headed paper contact the Volunteering Team on 01604 611681 or email [volunteering@mndassociation.org](mailto:volunteering@mndassociation.org)

[Date] [Branch Chair/Group Contact or Branch Secretary's address for replies]

Dear [insert name]

A warm welcome from the [insert name] Branch/Group of the Motor Neurone Disease Association. This letter is just to let you know we're here so that, if there is anything we can do to help, you know how to contact us.

Our main branch/group contact is [insert name] who can be contacted on xxxxx xxx xxx. Please do not be put off if you get the answer-phone. If you leave a message [insert first name] will get back to you as soon as he/she can.

Services and activities we provide include:

- Meetings
- Practical help such as transport to meetings
- Access to information about Motor Neurone disease (MND)
- Financial help for a variety of needs

We get together regularly so that people who are or have been affected by Motor Neurone Disease have an opportunity to meet others in the same situation. Several of us also raise funds and awareness on behalf of the branch/group. A copy of our most recent newsletter is enclosed, and the details of our branch/group website and Facebook page. If you would like to speak to someone about our branch/group activities do give [insert first name] a call.

We find that MND affects us all differently: some people like to contact us straight away, some prefer to wait a while and others choose not to get involved with the local branch/group.

You have possibly already spoken with our local MND Association's Area Support Coordinator [insert name]. Part of [insert first name of ASC]'s role is to ensure that people affected by MND can receive the help they need, when it is required. [Insert ASC's first name] can be contacted on XXXX XXX XXXX. Do feel free to call or leave a message at any time.

Please do not hesitate to contact us if there is anything else we can do to help.

Yours sincerely,

[signature]

[Insert name]  
Branch Chair/Group Contact [or Branch Secretary]