To: (Supervisor’s name)

From: (Your name)

Date: (Today’s date)

Re: Membership in The American Ceramic Society

I am writing to ask for your approval to renew my membership in The American Ceramic Society (ACerS).

The American Ceramic Society is the hub of the global ceramics community and one of the most trusted sources of ceramic materials and applications knowledge. More than 11,000 scientists, engineers, researchers, manufacturers, plant personnel, educators, students, marketing and sales professionals from more than 70 countries make up the membership of The American Ceramic Society.

One of the major reasons why I would like to renew my membership is to continue to network with the ACerS community which includes industry and research leaders as well as to continue to glean best practices from people and companies who face the same challenges that we face.

During the past year as an ACerS member I was able to…

1. Have unlimited online access to the 3 high-impact scientific journals that ACerS publishes, which has proved invaluable to my research. ACerS has 100 years of all 3 journals archived online, so I was able to access the leading technical information available over the past several decades.
2. Read the ACerS *Bulletin* which has helped me to keep up to date on research, and also with what is going on in my profession. The *Bulletin* is also archived online, so I have been able to search for articles relevant to my research published over the past 100 years.
3. Review the Ceramic Tech Today (CTT), an online newsletter that is delivered to my inbox 3 times each week. It has been very helpful to me in keeping up with the very latest news impacting our industry.
4. ACerS offers many technical conferences and workshops throughout the year. Members receive significant discounts (which often equals more than an individual membership) towards attendance at ACerS conferences.

I attended the *add name of conference* in *enter month and year*, where I was able to learn from and network with several world leaders in technical ceramics and glass. Also due to my attendance at the conference, ACerS provided me with a 1-year complimentary membership. ACerS has helped me to expand my professional network by forming relationships with several colleagues who I have reached out to in the past year for advice, guidance, collaboration and collegiality.

1. Purchase the Phase Equilibria Diagrams. ACerS is the only source for Phase Equilibria diagrams, which I purchased to better enable me to conduct my experiments. Members save $100.
2. Serve as a volunteer for ACerS. This experience has given me an opportunity to further develop my leadership, communication skills, and professional network.

The cost of an ACerS Individual Membership is only $120 US. I feel that all of the above benefits outweigh the cost of the yearly membership. Because I am able to access widespread, international sources of knowledge through ACerS, I am able to contribute in even greater ways to my individual successes throughout the year, as well as our organization’s success overall by sharing relevant information with co-workers.

Thank you for your consideration regarding the request to continue my ACerS membership. I look forward to your reply.

Regards,