

Sample email for DAE (or AEO) to send AEMs who have expired in the past few months. Add AEM's name with CAP ID and your information.

(NOTE: If an AEM expired more than a year ago, this is NOT valid, and the AEM will have to rejoin by contacting ae@capnhq.gov for directions.)

EXPIRED AEM

Dear _____,

CAP AE membership is an annual membership with **free** renewal each year. Unfortunately, your membership has recently expired and we want you to continue to have access to CAP's STEM products and programs.

The easiest way to renew is to reply to the email sent 60 days prior to your membership expiring. Once your membership expires, you are unable to renew using the email link.

Thus, since your membership has expired, we want to give you the opportunity to receive this free renewal, so, to renew now, please do the following:

Complete the [AEM renewal form](#), save it as a document, and return it as an attachment to an email to ddahl@capnhq.gov . You will need your CAP ID# to do this, and yours is _____.

After this is received, CAP's Membership Services will renew your AEM membership. You should receive a confirmation e-mail once the process has been completed.

It would be helpful to have two email addresses to ensure you receive your renewal email, so please include two e-mail addresses if you have not already done so.

If you have any questions, I will be happy to assist.

Respectfully,
(Name - AEO/DAE)