

MEMORANDUM

Re: American Institute of Graphic Arts membership reimbursement request

To Whom It May Concern:

I would like to request payment for my annual membership to the AIGA (American Institute of Graphic Arts). Both the company and I benefit from membership.

The AIGA is the largest and oldest organization representing graphic designers in North America. Designers turn to the AIGA first to exchange ideas and information, participate in critical analysis and research and advance education and ethical practice. The organization offers an array of professional resources and inclusion in communities offering designers with similar professional interest the opportunity to engage in dialogue and critical thinking about design.

Membership in AIGA includes:

- Representation of my professional interests and pursuits
- A copy of the annual publication *365: AIGA Year in Design*
- Monthly e-newsletter, Design: Business
- Discounts for AIGA lectures, conferences, seminars and publications
- Access to the gallery and library located in the AIGA National Design Center
- Discounted entry fees for design competitions
- Resources outlining professional, ethical and legal issue encountered by designers
- A wealth of inspiration that raises the bar of my individual pursuit of design excellence

In summary, the AIGA allows members to develop a professional network, share information, and advance the profession and our business. The cost is \$275 and I have attached a membership application to this memorandum. The membership dues are fully tax-deductible as a business expense.

Sincerely,