

# Dear [Member's Name],

We hope this message finds you well. As part of our ongoing efforts to enhance the experience of our members, we are conducting a Needs Assessment Survey.

Your feedback is invaluable to us and will help shape the future of our club. We would greatly appreciate it if you could take a few minutes to complete the survey linked below:

[\[Insert Survey Link\]](#)

The survey will remain open until [Insert Deadline]. Your responses will remain confidential and will be used solely for the purpose of improving our club services and programs.

Thank you for your time and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Club Name]