

Dear [Club Members/Team Members],

We hope this message finds you well. We are reaching out to inform you about some important adjustments to our club guidelines that have been made to better serve our community and enhance our activities.

Summary of Adjustments:

- **New Meeting Schedule:** Meetings will now be held every [Day] at [Time].
- **Participation Criteria:** Members are encouraged to attend at least [X] meetings per month.
- **Code of Conduct:** We expect all members to uphold our core values of respect and teamwork.

We appreciate your understanding and cooperation as we implement these changes. Your feedback is important to us, and we encourage you to share any thoughts or concerns.

Next Steps:

We will hold a meeting on [Date] at [Time] to discuss these changes in more detail and answer any questions you may have.

Thank you for your continued commitment to our club. Together, we can ensure a positive experience for all members.

Best regards,
[Your Name]
[Your Position]
[Club Name]