

Dear [Club Members],

We hope this message finds you well. We are writing to inform you of an important change to our club procedures that will take effect starting [Effective Date].

New Procedure Details:

[Briefly outline the new procedures and any relevant details that members should know, e.g., meeting times, membership registration, event scheduling, etc.]

Reason for Change:

[Provide a brief explanation of the reasons behind the change, emphasizing the benefits to the members and the club as a whole.]

Questions and Feedback:

If you have any questions or feedback regarding these changes, please feel free to reach out to us at [Contact Information]. Your input is invaluable to us.

Thank you for your continued support and understanding.

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