

Dear Club Members,

We hope this message finds you well. As part of our ongoing efforts to enhance our club experience and ensure a positive environment for all, we would like to inform you about the implementation of new guidelines effective from [Start Date].

Key Guidelines:

- All members are expected to respect each other and promote inclusivity.
- Attendance at meetings and events is encouraged; please notify the committee if you cannot attend.
- Feedback is welcomed and should be communicated to the committee in a constructive manner.
- Adherence to scheduled event times is essential to maintain a smooth flow of activities.

These guidelines are designed to foster a supportive and engaging atmosphere for everyone involved. We appreciate your cooperation and commitment to making our club a great place to be.

If you have any questions or suggestions regarding these guidelines, please feel free to reach out to us.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Club Name]