

Club Name

Date: [Insert Date]

Dear [Member's Name],

We hope this letter finds you well. We are writing to address the recent penalty assessment related to your membership and participation in our club activities.

As this is your first offense, we would like to inform you that, after careful consideration, the club has decided to waive the penalty fee associated with this incident. We believe in supporting our members and providing an opportunity for learning and growth.

We encourage you to familiarize yourself with our club guidelines to avoid any future misunderstandings. We value your membership and look forward to your continued participation in our club.

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your understanding.

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