

Formal Notice of Annual Gathering

Dear [Club Members/Name],

We are pleased to announce that the annual gathering of the [Club Name] will be held on [Date] at [Time]. The event will take place at [Location].

This gathering is an excellent opportunity for all members to come together, share ideas, and discuss our future plans. We encourage all members to attend.

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to seeing you all there!

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]