

Request for RSVP to Club Annual Banquet

Dear [Member's Name],

We are excited to announce that our Annual Banquet is scheduled for [Date] at [Location]. This event promises to be a wonderful evening of celebration, networking, and enjoyment.

To ensure we accommodate everyone appropriately, we kindly request your RSVP by [RSVP Deadline]. Please confirm your attendance by replying to this email or contacting us at [Contact Information].

We look forward to your response and hope to see you there!

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]