

Dear [Partner's Name],

We hope this message finds you well. As we approach the end of our current leadership term, we would like to inform you about an important transition within our club.

Starting from [Date], we are excited to welcome [New Leader's Name] as our new [Position/Title]. [His/Her/Their] vision and dedication to our mission will be instrumental as we continue to strengthen our partnership and achieve our goals together.

We are grateful for the support and collaboration you have provided over the years, and we look forward to working more closely with [New Leader's Name] in the future. [He/She/They] will reach out soon to discuss our ongoing projects and any upcoming initiatives we have planned.

Thank you for your understanding and support during this transition period.

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