

Dear [Donor's Name],

We hope this message finds you well. As we approach the end of this season, we would like to take this opportunity to update you on the leadership transition within our club.

Overview of Leadership Transition

This year, we are excited to announce that [Outgoing Leader's Name] will be passing the baton to [Incoming Leader's Name] after [number] years of exemplary service. Under [Outgoing Leader's Name]'s leadership, our club has achieved tremendous milestones, including [briefly list achievements].

[Incoming Leader's Name] brings [his/her/their] unique vision and experience to the role, having been an active member of our club for [number] years. [He/She/They] is committed to furthering our mission of [state mission/goals of the club]. We believe this transition will lead to fresh ideas and initiatives that will benefit all our members and stakeholders.

Upcoming Plans

We have a few exciting events planned for the upcoming months, including [briefly list upcoming events]. We would love for you to join us as we welcome [Incoming Leader's Name] and celebrate our achievements.

Thank You for Your Support

Your support has been invaluable to us, and we truly appreciate your continued involvement. Thank you for being a vital part of our club's journey.

Warm regards,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]