

Dear Members,

We hope this message finds you well. We are writing to inform you about an important update regarding our club's meeting space.

Effective from [date], our meetings will be held at [new location]. This change has been made to accommodate our growing membership and to provide a better environment for our activities.

We understand that changes in location can be inconvenient, but we are confident that the new space will enhance our experience together. The details of the new location are as follows:

- **Address:** [new address]
- **Contact:** [contact information]
- **Meeting Schedule:** [days and times]

Thank you for your understanding and continued support. We look forward to seeing you at our new location!

Best regards,
[Your Name]
[Your Position]
[Club Name]