

Club Inventory Review Announcement

Dear [Club Members],

We are writing to inform you that an inventory review of our club's equipment and supplies will take place on [Date] at [Time]. The review is essential to ensure that all members have access to the resources they need for our activities.

Please make it a priority to attend this meeting as your input is valuable in assessing our current inventory and identifying any additional needs.

Date: [Date]

Time: [Time]

Location: [Location]

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Club Name]