

Dear Social Club Members,

We hope this message finds you well. We are writing to inform you of some important updates to our social club's operational policies that will take effect from [effective date].

Updated Policies:

- **Membership Fees:** Effective [date], the annual membership fee will increase from \$[old fee] to \$[new fee].
- **Meeting Frequency:** Meetings will now be held bi-monthly instead of monthly.
- **Event Participation:** All members must RSVP at least [number] days in advance for events.
- **Guest Policy:** Members may bring up to [number] guests per event.

We believe these changes will enhance our club's operations and foster a more engaging environment for everyone. Your understanding and support are greatly appreciated.

If you have any questions or concerns regarding these updates, please feel free to reach out to us.

Thank you for being a valued member of our social club!

Sincerely,
[Your Name]
[Your Position]
[Social Club Name]