

Subject: Request for Accurate Social Club Member Directory Information

Date: [Insert Date]

Dear [Club President's Name],

I hope this message finds you well. I am writing to formally appeal for the correction and update of the directory information for our social club members. An accurate member directory is essential for fostering communication and ensuring all members feel included.

It has come to my attention that several details in the current directory are either outdated or incorrect. Specifically, the following information needs to be addressed:

- Name: [Incorrect Name] - Correct Name: [Correct Name]
- Email: [Incorrect Email] - Correct Email: [Correct Email]
- Phone: [Incorrect Phone] - Correct Phone: [Correct Phone]

Thank you for your attention to this matter. I appreciate your help in ensuring that our club remains a welcoming and organized space for all members. I look forward to your prompt response and the timely update of our directory.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]