

Request for Changes to Social Club Member Directory

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Club Secretary's Name]

[Social Club Name]

[Club Address]

[City, State, ZIP Code]

Dear [Club Secretary's Name],

I hope this message finds you well. I am writing to request some updates to the member directory of [Social Club Name].

The details that need to be updated are as follows:

- **Current Name:** [Insert Current Name]
- **New Name:** [Insert New Name]
- **Email:** [Insert New Email]
- **Phone Number:** [Insert New Phone Number]

Thank you for your attention to this matter. I appreciate your help in ensuring that the member directory is accurate and up to date.

Sincerely,

[Your Name]