

Dear [Recipient's Name],

We hope this message finds you well! As a valued member of our social club, we are excited to announce that we are in the planning stages of our upcoming event, [Event Name], scheduled for [Event Date].

We would like to invite you to contribute your ideas and suggestions to help us create a memorable experience for all our members. Your input is invaluable, and we believe that your creativity and enthusiasm will greatly enhance our planning process.

We will be holding a planning meeting on [Meeting Date] at [Meeting Time] in [Meeting Location]. We would love to have you join us and share your thoughts on the event's theme, activities, and any other ideas you may have.

Please RSVP by [RSVP Date] to let us know if you can attend. Feel free to bring along any additional ideas or materials you would like to share.

Thank you for your continued support and involvement in our club. We look forward to seeing you at the planning meeting!

Warm regards,

[Your Name]
[Your Position]
[Social Club Name]
[Contact Information]