

Urgent Communication Guidelines for Social Club Activities

Date: [Insert Date]

To: All Members of [Social Club Name]

From: [Your Name], [Your Position]

Dear Members,

This letter serves to provide guidelines for urgent communication regarding our upcoming social club activities. It is crucial that we stay informed and connected, especially during times of unforeseen changes or emergencies.

Guidelines:

1. **Immediate Notification:** In the event of cancellations or urgent updates, members will be notified via email and SMS within 24 hours.
2. **Response Requirement:** Please confirm receipt of any urgent communications within 12 hours to ensure everyone is informed.
3. **Designated Contact:** For any questions or concerns, please contact [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].
4. **Social Media Updates:** Follow our social media channels for real-time updates and communications.

Your cooperation is essential to maintain effective communication within our club. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]