NEW MEMBER WELCOME LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [first name of member],

Welcome to the [Name of club], we are pleased to have you as a new member!

As you may already know, [Name of club] was established in [year] to promote and support the sport of squash amongst all people in the [region].

Please read on to see information about membership benefits, fees, social events, etc…

In the meantime, below are the details of a few players you may like to have a hit with:

* [Name, email, number]
* [Name, email, number]
* [Name, email, number]

All of these players are Squash Buddies [Grade range] and would be great people to introduce to you our club and teach you some skills as well.

I am always available to answer any questions you may have. Please feel free to contact me with any queries.

Once again, welcome to the club and I hope you will enjoy your time here as a member.

Yours sincerely,

Name

[President, Administrator]

[Name of club]