

PRINT ON CLUB LETTERHEAD OR TYPE CLUB'S NAME

DATE

INSERT CONTACT'S NAME
STREET ADDRESS
CITY, STATE/PROVINCE, ZIP CODE
COUNTRY

Dear MR., MRS., MS. INSERT LAST NAME,

I would like to thank you on behalf of the INSERT CLUB NAME for all of your work and assistance in organizing our INSERT ACTIVITY. This activity would not have been possible without your support.

The INSERT ACTIVITY is one of many events our Club will be participating in during the year. Some of the other activities we are planning are INSERT INFORMATION ABOUT POSSIBLE FUTURE ACTIVITIES.

As a service club focused on "Bringing Out the Best in Kids" in the INSERT COMMUNITY OR AREA, we welcome new members who share our goals and would be delighted to have you join us at a future meeting to learn more about our Club and the services it provides. We meet at on INSERT DATE, TIME AND PLACE. If you are unable to attend the meeting or would like more information on our Club, please feel free to contact INSERT MEMBERSHIP CHAIR'S CONTACT INFORMATION.

Thank you again for your part in making our INSERT PROJECT such a success. We look forward to working together again.

Sincerely,

Signature

PRESIDENT'S NAME

TITLE

CONTACT PHONE NUMBER

E-MAIL ADDRESS

Signature

PROJECT CHAIR'S NAME

TITLE

CONTACT PHONE NUMBER

E-MAIL ADDRESS

IF YOU HAVE A CLUB WEBSITE, INCLUDE THAT INFO AS WELL AS THE OI WEBSITE. IF CLUB LETTERHEAD DOES NOT CONTAIN THE OI CREED, INCLUDE ONE OF THE SMALL CREED CARDS AVAILABLE FROM SHUMSKY OR THE CANADIAN SERVICE CENTER. ALSO INCLUDE ONE OF THE LARGE OI MEMBERSHIP APPLICATIONS AND ANY PUBLICITY BROCHURE YOUR CLUB HAS DESIGNED.