Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Membership

Dear \_\_\_\_\_\_ (Name of the Recipient)

We appreciate your decision of choosing our club for the membership. The \_\_\_\_ Club (Write the name of the club) welcomes you. We have heard about your achievements and are in awe of your skills and talent. We are honored to have you as a member of our club.

We are glad to have you as a member of our club. We are sending a ‘Welcome Kit’ for you. I Hope you like it and enjoy your time at our club. All the members of the club have organized a welcome party for you. We would like to invite you for the same. Looking forward to meeting you soon at \_\_\_\_\_\_\_ (Address of the club) on \_\_\_\_ (Date). The timings of the party are the usual club timings, that is, \_\_\_\_\_\_ (Timings).

Sincerely,

(Signature)

Sender’s Full Name