(subject line)

Join our next Toastmasters meeting!

(body)

Dear <First Name OR Mr. or Ms. Last Name>,

Thank you for reaching out to our Toastmasters club! I’m <Your Name>, the club’s <President, Vice President of Membership, Secretary, etc.>. I’ve been a Toastmaster for <X months OR years>, and in that time I’ve networked, made friends, and improved my public speaking skills. I’m thrilled that you’re interested in seeing what Toastmasters is all about!

Below is information about our club. Attending a meeting as a guest is free, and it’s a great way to see how Toastmasters can help you reach your communication and/or leadership goals. And don’t worry; we won’t put you on the spot by asking you to participate as a guest!

* **Club name:** <Name>
* **Next meeting:** <Time and date>
* **Meeting location:** <Address where your club meets, or online meeting information>
* **Parking information:** <Information on where to park at your meeting. Omit if online only.>
* **Additional information:** <Add any additional info here. If your club’s meeting room is hard to find, provide some direction. Let the prospective member know if your club has a dress code, explain the culture of your club, and if your club is an advanced one, what qualifications there are to join.>

I hope to see you there! In the meantime, what questions do you have about Toastmasters or about our club? I’m happy to answer them for you.

Sincerely,

<Your First Name, Last Name>

<Title>

<Phone number>