

(subject line)

Thanks for your interest in Toastmasters!

(copy)

Dear <Mr. or Mrs. Last Name>

Thank you for reaching out to our club. Below is information about our club. Attending a meeting as a guest is free and I hope to see you there!

- **Club name:** <Name>
- **Next meeting:** <Time and date>
- **Meeting location:** <Address where your club meets>
- **Parking information:** <Information on where to park at your meeting>
- **Additional information:** <Add any additional info here. If your club's meeting room is hard to find, provide 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.>

What questions do you have about Toastmasters or our club? I would be more than happy to help answer them for you.

Sincerely,

<Your First Name, Last Name>

<Title>

<Phone number>