

On the Club Letter Head

To,

Date:

Visiting Club Name & Address

Dear Sir / Madam,

This is to introduce Mr./Mrs./Miss _____, membership number _____, is a member of _____ (club name), residing at _____.

We hereby request you please allow them to use your club and facilities as per the terms and conditions of the affiliation. Any charges for the use of the club and its facilities would be borne by the member.

Thank you for the co- operation extended.

The validity of the letter is until _____ (date).

Yours truly,

(Stamp and signature of the secretary of the club)