TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

**[Sender Name]**

[Sender Title]

**Sub:** Welcome letter to a club

Dear Mrs. Whitney Chapel,

We take this opportunity to welcome you to our Manhattan Women’s group. The members of our group come from diverse ethnic and religious backgrounds. We are pleased that you decided to join us.

We organize various workshops, talks and campaigns throughout the year. Our major event every year is Women’s week that takes place in the first week of March and culminates on International Women’s Day on 8th March.

We meet every week to discuss plans for our next event and I would like to pick you up for this week’s meeting. We will meet on Friday at 3:00 pm in Rose Herb Cafe. You can contact me on 666-7272.

Welcome again.

Sincerely,

Britney Walhaston

Executive manager

Manhattan Women’s group