



(Insert date)

Dear *(insert VIP names)*,

RE: INVITATION TO ATTEND *(INSERT EVENT NAME)*

The *(insert tennis club name)* invites you to attend the *(insert event name)* on *(insert day, date, month, time)*.

The event will involve *(insert event details)* and acts as a key event on the clubs calendar.

With respect to your prominent position within our community and given the understanding of the long-term health and wellbeing benefits of engaging the wider community in physical activity, we hoped you would join us in support of the clubs event.

Insert additional information if required.

For planning purposes, please RSVP your availability to *(insert club contact name, email and phone number)* by *(insert RSVP date)*.

Kind Regards,

(Insert Club President name)

(Insert club name)

Additional Information may include:

VIP parking will be marked and reserved for your convenience and you will find this at (insert VIP parking location details).

For catering purposes, please advise if you have any dietary requirements.