

Dear Honored Guest,

Welcome to {club name}! We hope you enjoy tonight’s meeting, and see the wonderful benefits Toastmasters has to offer. Our club was chartered in {club charter date} and serves people in {club city}, NJ and the surrounding communities. We currently meet at {Meeting Start Time} on the {club meeting days} of every month at the {club meeting location}

You’ll find membership in Toastmasters to be one of the best investments you can make ‐ an investment in yourself.  Membership is open to all who are at least 18 years of age.  We aim to provide a friendly, supportive, learning environment in which every member can develop and practice communication and leadership skills. This, in turn, fosters self‐confidence, self‐esteem, personal growth and the ability to relate more effectively to people.  You will have fun, meet new people, and form long‐term friendships.

What makes {club name} so special is the diversity of our club. {club name} offers a true mosaic of talent.  Our club membership consists of a wide range of age and experience levels and attracts members from a variety of professions; this makes {club name} a place where there is support for every experience level.

Please feel free to ask our members any questions you might have. You will find that they are all very willing to help as they were guests once too and understand how challenging it can be to speak in public or take on leadership roles. We are a caring and compassionate group and want to help you learn and grow.

For more information, please email us at {e-mail address} or visit our website at http: {club url}. I am also available to answer any questions via telephone at {phone}.

Thank you for choosing to visit us, and we look forward to your return!

{club president}

President

{club name}

{club email}