Dear Members,

We are writing to inform you that a person who visited <insert club name> on <insert date> has tested positive for COVID-19.

Since being notified, <insert club name> has closed, and will undergo a deep clean. We will notify members when the government advises it is safe for us to re-open.

If you have concerns that you may have come in contact with the infection at our facility, and you haven’t yet heard from the government’s contact tracing team, we encourage you to get tested for COVID-19 and self-isolate until you receive your results.

We apologise for any distress this may cause. We are confident the COVID safe measures our club has in place would have limited the spread of the virus.

We will be in touch with any further updates.

Regards,

<insert president details>