*(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 *(i****nsert 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 you 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.*