

Dear Club Advisor and President,

Have an opening; this can be changed to your liking, but please include the meeting date in the email.

Thank you so much for allowing me to visit your club meeting on Meeting Date. It was very interesting to see how your club runs!

Write a paragraph about your dislikes and what could be improved upon.

There are, however, a few suggestions I would like to make. I noticed that the meeting was mostly run by the officers. I would suggest contacting general members or representatives from different organizations to find out if they would be willing to speak about a past or future event or project. A diversity of speakers allows the members to feel more involved and, often, organization representatives are more knowledgeable about the topic at hand.

Depending on how many suggestions you have, you may have to break paragraphs to continue. Avoid huge blocks of text!

You could also try starting meetings with an icebreaker, which would allow stragglers some extra time to get to the meeting. Ice breakers are also excellent ways for members to get to know each other better. Members are more inclined to be active if they feel comfortable. Encourage members to invite their friends to meetings, too!

Write a paragraph commenting on positive aspects of the meeting. You may add more paragraphs if necessary.

I was impressed to see members from your sponsoring Kiwanis Club at the meeting. It's always great to see Key Clubs having a close relationship with their Kiwanis Club! There was an abundance of service projects discussed and the ideas and enthusiasm from everyone were spectacular.

Wrap it up.

I cannot wait to see what your club has in store for the months to come and I look forward to visiting the club again!

Yours in Caring and Service,

Your Name

Your Contact Information