

EMAIL Template

To: Club President,

Cc: DG, LG, AG

From: Judy Wilson, Chief of Staff

Re: Club Visit of July

Hello President,

This email is to confirm the planned visit of the District Governor, Savita Vaidhyanathan pronounced Suh-Vee-Taa Vie-thee-yuh-naathan. You may also use her first name only to introduce her.

I have attached a Club Visit document for your completion. Please return the form as it will be used in preparation by the Governor prior to her visit. Please review, complete, and return one week prior to the visit.

I have also included a guide for you to use in preparing for the visit. Included is Savita's bio that you should use for the formal introduction by the LG, AG or you. Please see attachments for more information.

Thank you,