(subject line)

Thanks for visiting our Toastmasters club!

(copy)

Dear <Mr. or Ms. Last Name, or first name if that’s what they indicated in person>

Thank you for attending our club meeting! It was my pleasure to meet you, and I hope you enjoyed your experience. We all look forward to having you back again soon!

Are there any questions you have about Toastmasters or our club that you didn’t get the chance to ask after our meeting?

Our next meeting will be held on <Date> at <Time>. I hope to see you there!

In the meantime, if you want to learn more about the benefits of a Toastmasters membership, please visit [www.toastmasters.org/About-Us](http://www.toastmasters.org/About-Us).

Sincerely,

<Your First Name, Last Name>

<Title>

<Phone number>