**Communicating Coronavirus (COVID-19) Club Closing to Members**

A sample letter from the club president announcing the closing of the club and its facilities.

*Dear Fellow Members:

Based on the Mayor's announcement today that restaurants may no longer serve meals or food, we have decided to close the Club for the immediate future. This means there will be no services provided at the Club effective at 10:00 pm, this evening, March 16, 2020. This includes all food and beverage outlets, the health and fitness facilities, spa and overnight rooms. All on-site meetings and events are hereby canceled. The Mayor's order evidently targets April 1, 2020, as the date when service can resume, and we would hope to re-open on that date. However, we will monitor events and will determine the final date of the Club's re-opening based on events and on further advice from local authorities.

The Board will be meeting in the next few days to determine other issues with respect to the Club and its operations. Please be on the lookout for communication by early next week. I'd ask for your patience as we move through these issues and as facts and directions from government authorities change rather quickly.

During the period of closure, no member will be provided access to the Club. Only a small number of employees will be on-site to provide essential services.

Please take all precautionary measures to keep you and your family safe during these uncertain times. And please keep all of the Club's employees in your thoughts – this is a very stressful time for our staff, and as a Board, we are committed to supporting our employees to the fullest extent possible.

Thank you so much for your continued support of our Club. We continue to hope we can re-open soon and renew the wonderful fellowship we have as a Club. In the meantime, let's support each other and our wonderful staff as best we can.*

*Sincerely,*