**Communicating Staying in Touch**

*Dear Members,*

*At this unprecedented time, there is a lot of uncertainty about what’s happening, and what comes next. Since [year], [Club name] has been a special place for our members, and our staff. Many of our management team are working hard to ensure when this temporary closure of the Club is over, we are here to welcome all of you back to your home away from home.*

*The Club may be closed, but the Club community is not.*

*We are working on innovative ways to build community during this time…. Stay tuned!*

 *Many of you have asked about the health and welfare of the Club’s staff. Your concern for Club staff means a great deal to us, and we are grateful for your continued membership and support. Our employees are pulling together to take care of each other and the members. They are a special group of people. I am proud to work with them.

If you are missing your Club friends, consider balancing your social distancing efforts with opportunities to check in on one another: phone calls, FaceTime calls, emails—all CDC-approved ways to connect socially.

For [number] years, we have been there for each other, and this time will be no different. I’m thinking my best thoughts for you and your loved ones’ good health. I look forward to seeing you at the Club again soon.

Stay safe and healthy!*

*Kind Regards,*

*General Manager*