<Insert club logo>

THIS IS A SAMPLE RETENTION LETTER/EMAIL
Please ensure you insert your Club's information where indicated

<Date>
Dear <name>

Welcome to the <year> Rugby Union season with<club>

We hope that the off-season has proved rewarding. For some of you this means Sunmmer sport, whilst others it may have been a good rest. Whatever the case, the <year> Rugby season is approaching fast.

With this in mind, what a year <club name> have planned. We would like you to be very much a part of this.

<Include general information on positives from last year, success and continuation or targets to achieve in current season. Add any current areas already in place e.g. coaches, managers, players, grounds etc>

From <first registration date> to <last registration date>, the Club will be taking registrations for the <year> season for teams in the <age groups> age groups.

Annual registration fees start from <lowest registration fee> for players in the <age group with the lowest registration fee> age group and include <the things the fee includes e.g. registration, insurance, playing kit, welcome pack. Include any loyalty/family discounts on registration fees>.

<Club name> President <President's name> said the Club had already received a number of enquiries about registering to play Rugby in <year>.

"We consider our Rugby club a fun and friendly club and I am sure we will see many familiar faces back again as well as welcoming plenty of new faces to our Rugby family."

<Club name> has the following activities planned for the year <insert any special occasions/days/dates>. The key dates for the season are <insert draw>.

<Club name> has to thank the support of <insert sponsors/supporters and information on how to acess the following offer/benefit to you as being a member of Club name>.

On behalf of <Club name>, we wish you and your family a very rewarding and enjoyable Rugby season.

Yours,
Sincerely,

<name and title>

For more information visit <club's website address> or contact <club contact> on <club contact's mobile number> or <club contact's work / home number>.

www.rugby.com.au/tryrugby