(Fill out the **bolded** information below and copy/paste to send to your coworkers)

**To:**

**From:**

Subject: You’re invited: Join me at a Toastmasters club meeting!

Hi [**Coworker’s Name**],

I’m excited to extend a warm invitation to you to join me at my next Toastmasters club meeting. Toastmasters is a supportive and engaging community focused on improving communication and leadership skills. Our meetings are structured but friendly, offering everyone who would like to participate a chance to practice speaking in front of a group, receive constructive feedback, and develop confidence.

Here’s a quick overview of what happens at a typical meeting:

* Prepared speeches: Members deliver speeches based on projects from their Pathways learning experience.
* Evaluations: Constructive feedback is provided to help speakers improve.
* Table Topics: Impromptu speaking exercises that help you think on your feet.
* Meeting roles: Opportunities to participate and learn by taking on meeting roles.

Joining Toastmasters has been incredibly beneficial for me. It’s a great way to refine communication skills, build leadership abilities, and network with a diverse group of professionals. Visiting as a guest is free—I hope you’ll join me for a club meeting soon as my club celebrates the 100th anniversary of Toastmasters this year!

Our next meeting is on [**Date**] at [**Time**] at [**Location/Virtual Link**]. I’d love for you to experience it firsthand and see how it can benefit you, too.

Please tell me if you’re interested in joining me at this meeting or a later one, or if you have questions about my club experience.

Best regards,

[**Your Name**]