Dear Club Members,

On **[date]**, the club announced its search for candidates for the upcoming club officers election. Members were given until**[date]** to express interest in becoming a candidate.

Each member who expressed interest by this deadline was contacted by the Club Leadership Committee, composed of **[Immediate Past Club President]**, **[club member]**, and **[club member]**, to confirm their intent to run for a club officer position and to affirm their willingness to uphold the duties of their position if elected.

The Club Leadership Committee recommends candidates for each of the following offices—in alphabetical order by last name for offices with more than one candidate:

**Club President:** **[club member]**

**Vice President Education:** **[club member]**

**Vice President Membership:** **[club member]**

**Vice President Public Relations:** **[club member]**

**Club Secretary:** **[club member]**

**Club Treasurer:** **[club member]**

**Sergeant at Arms:** **[club member]**

We believe that each of these candidates is capable of fulfilling the duties of their role if elected. The Club Leadership Committee formally nominates each of these candidates for office.