***Meeting Reminder for Guests:***

Guests of [NAME OF CLUB] Toastmasters Club,

Just a reminder, [NAME OF CLUB] is meeting [TIME, PLACE, LOCATION]. We hope you are able to join us for this time of fellowship, learning and laughter.

Speaking and leading with confidence is important for both your professional and personal life. The ability to express your thoughts in a clear and concise way allows you to explain what you want, shows you are thoughtful and knowledgeable, and people will pay attention because they know what you have to say is important. Who doesn’t need that when speaking with co-workers, the boss – or even your significant others or your kids?

I look forward to seeing you [DAY]. No pressure … just come for the fun and stay for the opportunity to invest in yourself.

[NAME OF TOASTMASTER]

[TITLE OF TOASTMASTER]