Dear ##FNAME## ##LNAME##,

The **CLUB NAME** Accounting Department Welcomes You!

We are happy to have you as new Club Members and look forward to meeting you. Accounting is located in the Club Offices. Our hours are Monday through Friday from 9:00am – 5:00pm.

We are happy to assist you with any questions that you have regarding billing or your monthly member statements. Statements are sent via email during the first week of each month. Payments can be made by ACH directly on our website or you may complete a form and the club can process your payment for you. For your convenience, should you prefer to pay your monthly charges via check, a payment box is located outside of the Club Offices.

For questions, the Accounting Staff can be located by calling **PHONE** or by email at **EMAIL**. We look forward to meeting you at the Club!

Regards,