



**SUGGESTED FORMAT FOR  
CLUB LETTERHEAD AND ENVELOPE**



**INNER WHEEL CLUB OF.....  
IW DISTRICT 326, CHARTER NO. ....**

**IIW THEME 2024-25  
HEARTBEAT OF HUMANITY**

District Chairman  
**Sandhyarani Mishra**

IIW President  
**Mamta Gupta**

Association President  
**Sunita Jain**

President  
(Address & Phone)  
Mail id

Vice-President  
(Address & Phone)  
Mail id

Imm. Past President  
(Address & Phone)  
Mail id

Secretary  
(Address & Phone)  
Mail id

Joint Secretary (if any)  
(Address & Phone)  
Mail id

**SAMPLE FOR THE  
CLUB LETTER-HEAD**

Treasurer  
(Address & Phone)  
Mail id

I.S.O.  
(Address & Phone)

Editor  
(Address & Phone)

Executive Members  
Phone Numbers

	<b>IIW THEME 2024-25 HEARTBEAT OF HUMANITY</b>	
	From: _____	To _____ _____

*(Sample of Club Envelope)*