



HOW TO REQUEST FOR A RECIPROCAL CLUB LETTER OF INTRODUCTION EFFECTIVE FROM 1 AUGUST 2022

Step 1: Please click [here](#) to visit the 'Member Login' website, then log into your account.

(Should you have forgotten your password, please click '[Forgot Password](#)' to reset your password. If you do not have a 'Member Login' account, please email websupport@tanglin-club.org.sg along with your membership number.)

Example:

Please log on

A0888-0

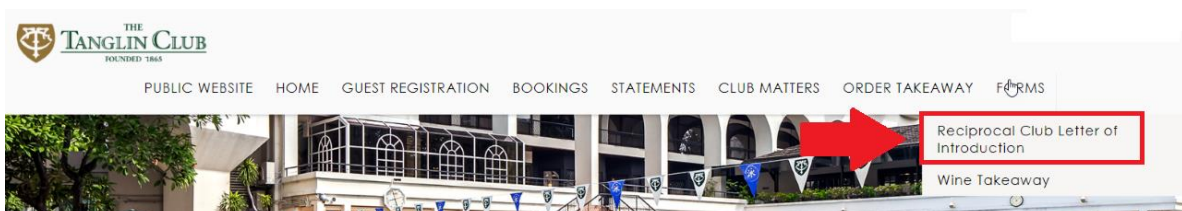
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Remember me [Forgot Password](#)

LOG IN

MEMBER REGISTRATION

Step 2: Hover your mouse over "FORMS", then click "Reciprocal Club Letter of Introduction".







Step 3: Scroll down, fill out all relevant details, then click “Submit”.
(A gentle reminder to read the Terms & Conditions.)

Example:

Member's Details
Email Address:

Visiting Details
Visiting Reciprocal Club:

Start Date:
  [Today](#)

End Date:
  [Today](#)

Accompanying Members' Details, If Any

Membership Number	Member's Name
A0888-1	John Ang

Step 4: Upon successful submission, you will see this message.

Your Letter of Introduction will be sent to your email address shortly. Please check your junk folder if you do not receive it in your inbox in the next few minutes.



Step 5: Check your inbox for our automated email, with the email subject “Letter of Introduction from the Tanglin Club”.

Note: If you do not receive it in your inbox within the next 5 minutes, please check your junk, clutter and/or “All emails” folders. Our automated emails are sent from no-reply@tanglin-club.org.sg.

Example:



Terms & Conditions:

1. Reciprocity period may vary according to the respective Reciprocal Club's Agreement with the Tanglin Club. Please contact the relevant Reciprocal Club directly for detailed terms & conditions and room or dining reservation enquiries.
2. In accordance with the Reciprocal Agreement between Clubs, you are unable to use the Reciprocal Clubs in the country you are residing in.
3. Household Affiliates are not eligible to request for a Letter of Introduction.
4. All charges incurred must be settled via credit card or cash at the Reciprocal Club itself prior departure. Members are not allowed to bill charges back to the Tanglin Club.
5. Members must abide by the rules and regulations of the Reciprocal Club and Reciprocal Agreement.