

Letter of Citation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a citation for my involvement with the [Name of Sports Team] during the [specific season/year]. Participating in this team not only allowed me to enhance my skills in [specific skills], but also fostered teamwork, leadership, and a sense of community.

Given my contributions and active participation in various competitions and team events, I believe that a citation from your esteemed organization would greatly acknowledge my efforts and commitment.

I would greatly appreciate your consideration of this request. Please let me know if you need any additional information or if there are any forms required to process this citation.

Thank you for your time and support.

Sincerely,

[Your Name]