

Letter of Inquiry for Sports Team Reference Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Team Name/Organization]
[Team Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a member of [Your Current Team/Organization]. I am reaching out to request a reference letter from you regarding my participation in [specific sport or event].

I have greatly valued my experience as part of the [specific team or program] and believe your endorsement would significantly strengthen my application to [reason for request, e.g., another team, a scholarship, etc.]. Your insights into my skills and dedication would provide a comprehensive view of my commitment to the sport.

If you agree, I would be happy to provide any additional information needed to assist in writing this reference letter. Thank you very much for considering my request. I look forward to your reply.

Sincerely,
[Your Name]