

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/School Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of reference for [Athlete's Name], who has been an integral part of our [specific sport] team over the past [duration]. During this time, [he/she/they] has demonstrated exceptional skills, sportsmanship, and dedication.

[Athlete's Name] has achieved [mention any notable achievements or contributions], and I believe a letter of recommendation from you would greatly support [his/her/their] application to [mention the purpose, e.g., college, scholarship, etc.].

Please let me know if you would be willing to provide this letter. I would be happy to provide any additional information you may need.

Thank you for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]