

Friendly Match Arrangement

Date: [Insert Date]

To: [Name of the Contact Person]
[Name of the Sports Club]
[Address of the Sports Club]

Dear [Contact Person's Name],

I hope this message finds you well. We are excited to propose a friendly match between our clubs to foster camaraderie and sportsmanship.

Here are the proposed arrangements:

- **Date:** [Insert Proposed Date]
- **Time:** [Insert Start Time]
- **Venue:** [Insert Venue Name and Address]
- **Teams:** [Club Name] vs. [Opponent Club Name]
- **Post-Match Refreshments:** [Details about any refreshment arrangements]

Please let us know if the proposed date works for you, or if there are any other dates you would prefer. We are looking forward to an enjoyable match and the opportunity to strengthen our clubs' relationship.

Thank you for considering this arrangement.

Best regards,
[Your Name]
[Your Position]
[Your Sports Club]
[Your Contact Information]