

Match Coordination Confirmation

Date: [Insert Date]

To: [Team Name/Manager's Name]

From: [League Coordinator's Name]

Subject: Match Coordination Details

Dear [Team Name/Manager],

We are pleased to confirm the details for your upcoming match in the [League Name]. Below are the particulars:

Match Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]
- **Opponent:** [Insert Opponent's Team Name]

Important Notes

- Please ensure that your team arrives at least [Insert Duration] before the match.
- All players must bring their ID and necessary gear.
- In case of bad weather, please check [Insert Contact Method] for updates.

If you have any questions or need further assistance, feel free to reach out.

Best Regards,

[League Coordinator's Name]

[League Name]

[Contact Information]