

Sports Team Drills Schedule Briefing

Date: [Insert Date]

To: [Team Members/Coaches]

From: [Your Name/Position]

Subject: Drills Schedule for the Upcoming Week

Dear Team,

I hope this message finds you well. As we prepare for the upcoming week of practice, please find below the scheduled drills for our sessions:

Drills Schedule:

- **Monday:** Conditioning & Passing Drills - 5:00 PM to 7:00 PM
- **Wednesday:** Scrimmage & Tactical Drills - 5:00 PM to 7:30 PM
- **Friday:** Skills Assessment & Team Building - 5:00 PM to 6:30 PM

Notes:

Please arrive 15 minutes early to ensure we have a prompt start. Bring all necessary equipment and a positive mindset!

Looking forward to a productive week!

Best regards,
[Your Name]
[Your Position]