

Sports Team Preparation Schedule Disclosure

Date: [Insert Date]

To: [Team Members/Parents]

Dear [Team Members/Parents],

We are excited to share the preparation schedule for the upcoming season of [Sport Name]. Please find the details below:

Preparation Schedule

- **Kick-off Meeting:** [Date & Time] at [Location]
- **Practice Sessions:**
 - [Day, Date & Time] - [Location]
 - [Day, Date & Time] - [Location]
- **Pre-Season Training Camp:** [Dates] at [Location]
- **Friendlies:**
 - [Opponent Team] on [Date & Time] at [Location]

Please ensure your attendance as these sessions are crucial for team cohesion and skill development. If you have any questions, feel free to reach out to me at [Contact Information].

Thank you, and we look forward to an exciting season!

Best regards,
[Your Name]
[Your Position]
[Team Name]