

# Sports Team Appearance Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Team Name]

[Team Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appearance by [Team Name] at our upcoming corporate event scheduled for [Event Date] at [Event Location]. Our event aims to [briefly describe the purpose of the event], and we believe having your esteemed team present would greatly enhance the experience.

We would love for the team to participate in [describe specific activities, e.g., autograph signing, photo sessions, speaking engagements]. We anticipate approximately [number of attendees] guests, including [describe attendee demographics, e.g., employees, clients, families].

Please let us know your availability and any requirements you might have regarding the appearance. We are more than happy to discuss potential compensation and any specific arrangements needed to facilitate the team's participation.

Thank you for considering our request. We look forward to the possibility of working together and making this event a memorable experience for everyone involved.

Warm regards,

[Your Name]

[Your Position]

[Company Name]