

# Compliance Notification

Date: [Insert Date]

To: [Team Member's Name]

[Team Member's Address]

Dear [Team Member's Name],

We are writing to notify you of important compliance requirements for the [Sport Team Name] for the upcoming season. It is crucial that all team members adhere to these guidelines to ensure a successful and fair competition.

## Compliance Guidelines:

- All players must submit their physical examination forms by [Deadline Date].
- Mandatory attendance at the orientation meeting on [Meeting Date].
- Completion of the online training module on [Training Deadline].
- Adherence to the team's code of conduct at all times during the season.

Failure to comply with these regulations may result in disciplinary action, including possible suspension from the team.

If you have any questions regarding these requirements, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Contact Information]