

Sports Team Injury Notification Procedure

Date: _____

To: [Parent/Guardian Name]

From: [Team Coach/Manager Name]

Subject: Injury Notification

Dear [Parent/Guardian Name],

I am writing to inform you that your child, [Child's Name], sustained an injury during the [specific game/practice] on [date of incident]. The details of the injury are as follows:

- **Type of Injury:** [Type of Injury]
- **Location of Injury:** [Location]
- **Immediate Actions Taken:** [Actions Taken]

We recommend that you take [Child's Name] to a medical professional for a thorough evaluation and care. Please follow up with us about any recommendations provided by the healthcare provider.

For any further questions or concerns, feel free to contact me at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Title/Position]

[Team Name]