

Sports Team Practice Schedule Alignment

Date: [Insert Date]

To: [Coaches/Team Managers]

From: [Your Name/Position]

Dear Team,

As we prepare for the upcoming season, it is critical that we align our practice schedules to ensure that all team members can participate fully. Below are the proposed practice times:

- Monday: 5:00 PM - 7:00 PM
- Wednesday: 5:00 PM - 7:00 PM
- Friday: 4:00 PM - 6:00 PM

Please review these times and confirm your availability by [insert response deadline]. If there are any conflicts or suggestions, feel free to reach out so we can accommodate everyone.

Thank you for your cooperation and commitment to the team. Let's make this season a great one!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]