

# Letter of Submission for Sports Team Recognition

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit our sports team, [Team Name], for recognition within [specific program or award]. This past season, our team has demonstrated exceptional skill, sportsmanship, and dedication.

[Include a brief description of the team's achievements, statistics, and any notable contributions to the community or sportsmanship.]

We believe that [Team Name] exemplifies the values and goals of [Organization or Program], and we respectfully request your consideration for recognition. Enclosed are supporting documents that detail our accomplishments and our team's commitment to excellence.

Thank you for your time and consideration. We look forward to the opportunity to showcase our team's efforts and contributions to the [specific community or organization].

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]