

Basketball Court Priority Usage

Date: [Insert Date]

To: [Local Team or Organization Name]

From: [Your Organization Name]

Subject: Priority Usage of Basketball Court

Dear [Team or Organization Representative],

We hope this letter finds you well. As part of our commitment to supporting local sports teams, we are pleased to inform you about the priority usage of our basketball court for the upcoming season.

Effective [Insert Start Date], your team, [Insert Team Name], will have priority access to the court on the following days and times:

- [Day 1]: [Time]
- [Day 2]: [Time]
- [Day 3]: [Time]

We ask that you respect the assigned times and ensure the court is left clean and in good condition after each use. Should you have any scheduling conflicts or require additional times, please do not hesitate to reach out.

Thank you for your enthusiasm and dedication to the sport. We look forward to seeing your team in action!

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Contact Information]