<Name of the sender>

<Position, Organization>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. / Mrs. / Ms. <Name of the recipient>

<Position, Organization/Company>

<Address>

Dear Mr./Mrs./Ms. <Name of the recipient>,

 [INSERT HERE THE NAME OF THE SPORTS GROUP] consists of selected players that will represent [NAME OF THE COMMUNITY / ORGANIZATION / SCHOOL ] for the upcoming [NAME OF THE SPORTS EVENT / COMPETITION]. Our team strives to bring honor to our community/organization/school and promote camaraderie and sportsmanship among its members.

 As mentioned above, our team will be participating in [name of the sports event/competition] which be held in [venue of the sports event] on [date of the event]. With this, our team needs sufficient funds to cover [you can select at least one from the following: transportation costs, registration fees, jersey uniform costs, equipment costs, etc.]. We have estimated that we need at least [indicate amount here] to cover these expenses.

 For this reason, we would like to ask you for any financial assistance to help us cover the aforementioned expenses and participate in the sports event/competition. Any amount will be a great help to us. [STATE HERE HOW THE RECIPIENT CAN SEND THEIR DONATION TO YOU].

 If you have any questions about my request for solicitation, please contact us at {INSERT CONTACT DETAILS HERE].

 Thank you in advance and may God bless you always.

Best regards, / Regards, / Respectfully Yours,

[SIGNATURE OVER SENDER’S NAME]