

SCHEDULE LETTER

The following is a sample letter for sending a college coach a copy of your high school or club volleyball schedule

Date:

Coach Daniel Wilson
State University
P.O. Box 3340
Collegedale, State 11220-3340

Coach Wilson,

I am writing this letter to tell you of my continued interest in playing volleyball for State University.

I am enclosing a copy of my (name the season) fall high school volleyball schedule. My coach's school (or work) and home telephone numbers are on the schedule. Please contact him with any schedule questions.

I realize that it is very difficult for college coaches to see high school players (during the fall season), due to conflicts with their own team's schedules.

Use this paragraph to update the coach on any news or items of interest. Such as; if you were invited to a prestigious high school showcase (Perfect Game, Team One, etc). Any honors received..... maybe a volleyball award, a special academic achievement, etc.

Please send any information regarding upcoming camps that you will be hosting.

Thank you for taking the time to read this letter. I hope to hear more about State University and Tiger volleyball, in the future.

Sincerely,

(sign the letter here)

Susan Smith
110 Evergreen Drive
Cityview, State 16607
Telephone Number
E Mail address