

## SAMPLE INTRODUCTORY LETTERS

### EXAMPLE 1

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

Dear Coach Wilson,

My name is Susan Smith. (no nicknames here) I am a high school junior, class of 2012.

I have recently started my search for a college to further my education. State University is high on my list of choices because (give reasons you want to attend this school, i.e. high academic standards, level of volleyball play, they specialize in your major, etc.).

I wish to continue playing volleyball in college. It is my hope to do so for a program like State Volleyball.

I have enclosed a brief attachment which outlines my personal, academic, and volleyball information.

It is my understanding that NCAA rules do not allow contact with a high school volleyball player until \_\_\_\_\_ (review contact rules as they are different for certain sports), after her junior year. It is my hope that you will have this information at the appropriate time.

Please send me any information regarding the Tiger (use team nickname here) volleyball program, school admission requirements, financial aid, upcoming camp schedules, or any other helpful information.

I look forward to learning more about State University, and the Tiger volleyball program.

Sincerely,  
(sign the letter)

Susan Smith  
110 Evergreen Drive  
Cityview, State 16607

## EXAMPLE 2

7/3/2011

Mr. Ken Lancaster.  
Head Volleyball Coach,  
Central State University;  
California, 76101.

Dear Coach Lancaster,

My name is Jane Smith and I am asking you to consider me for a roster spot on the Redbirds Volleyball team at Large State University. I am currently a junior at California Community High School and will be attending college in the fall semester of 2012.

I have just completed my junior year and I was the starting Outside Hitter on Varsity for the past 2 seasons. My team, the California Stars, has been the Prairie Conference Champions for the last 2 seasons; we played some of the top ranked teams in the state and played in the California State Regional Semi-Final Game.

I am a very hard worker and willing to do the things it takes to win. I have always been a team leader and I know that I can compete at college level. I am registered with the NCAA Clearinghouse.

I have attached an information sheet, statistic sheet, and a letter of recommendation from my varsity coach.

If you have any question please contact me or one of my coaches. My coach's names and phone numbers are on my information sheet.

Thank you for considering me for your team.

Jane Smith.  
433 Main Street,  
Anytown, CA. 76102  
Phone 555-555-5555.

### Example 3

February 22, 2011

Coach Jim Smith  
Anywhere University  
1234 Anywhere, CA 54321

Dear Coach (Last Name),

I am writing to express my strong interest in Hope International University and your volleyball program. I am currently attending Anywhere High School in California and will graduate in the spring of 2013. I have a strong desire to compete in college which is why I would like to initiate a dialogue regarding your athletic program and academic institution.

I feel that your university and team are ideal matches for my athletic and academic abilities and goals. I welcome you to access my personal web page which contains pertinent personal, academic, and athletic information; my profile can be viewed at the following URL:

Enter URL to web page here

I am excited to move forward in this process and look forward to speaking with you at greater length. Please feel free to contact me using the below information or the information found on my personal page.

Sally Smith  
SallySmith@yahoo.com  
(949) 321-1234  
1234 Main St.  
Irvine, CA 92888