

LETTER OF INTRODUCTION TO THE COLLEGE COACH

EXAMPLE 1.

7/3/2009

Attention: Coach John Doe

Football Recruiting Coach,

University of Notre Dame
C113 Joyce Center
Notre Dame, IN 46556

Dear Coach Doe;

My name is Joe Blow and I am asking you to consider me as a future prospect for the University Notre Dame football team. I am currently a senior at Texas Community High School and I will be attending college in the fall semester of 2009.

I've been a 2 year starter on the varsity football team. I am a team player and a hard worker willing to do the things it takes for our team to win. I lead by example and I know I can contribute to your team. I am also academically sound with a 3.5 GPA with great study habits.

I am attaching my personal contact sheet, my transcripts, and a letter of recommendation from my varsity football coach.

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

Thank you for considering me for your team.

Joe Blow

Complete address and contact home and cell number.

Note: Each coach's letter should be revised for each college to ensure that each letter is personal. Do not send out carbon copies:

The above document is just a sample of how to write a brief coaches contact letter.

Be aware:

Be aware that a few letters, brochures and/or emails from a coach does not always mean he or she is seriously interested in you. Keep your options open and communicate with all coaches who appear interested in you until you have a firm commitment.

When you do commit to a college or university, contact and thank the coaches who have been communicating with you. This is common courtesy, and may give you more options if you wish to transfer from the college or university you attend initially.

Continue to communicate with all coaches who appear interested in you until you have a firm commitment.

When you do commit to a college or university, contact and thank the coaches who have been communicating with you. This is common courtesy, and may give you more options if you wish to transfer from the college or university you attend initially.