

S A M P L E L E T T E R

Current Date

John Doe, Coach
Any College
Any Street
Any City, Any State, Zip

Dear Coach,

My name is (Carol Jones) and I am a softball player from (Small Town Senior High School) in (Small Town, PA). The position I play is (shortstop) and I bat (third) in the batting order for my high school team. I also play on a summer traveling team called (Kyle's Stars).

The purpose of this letter is to introduce myself to you and request your consideration for participation in your college program. I have been told that your collegiate softball program is outstanding and (Any College's) academic program is one of the strongest in (state).

Attached you will find an information sheet with my career statistics and team participation. I would also like to inform you that I will be participating in the Kyle Miller College Showcase taking place in Allentown, PA on October 2 and 3 of this year. I would encourage you to come and observe my softball skills along with those of the many other girls taking part in this event. There will be approximately 50 teams participating in the showcase. I am sure you will find a very high level of skilled softball players at the Showcase.

(Optional Paragraph)

Additionally, I have a skill video that I have prepared. If you are interested in viewing the video, please write or call me and I will be glad to send a copy to your college or university.

Once again, the Kyle Miller College Showcase will be an excellent opportunity for college coaches to observe many of the top-notch players from the Lehigh Valley and the surrounding area. This is time for coaches to scout and build their programs.

If you plan to attend the Showcase and haven't sent in your registration form, please visit the Showcase website at www.kylemillershowcase.org for information and a registration form. Someone will get back to you with a full array of information on all the participants and special accommodations for college coaches.

I look forward to seeing you on October 2 and 3.

Sincerely,

(signature)

(Name of Student)

Enclosure