

First Lastname – phone number (home) – phone number (cell) – email address

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Date

Coach XYZ

XYZ University

Dear Coach XYZ:

I am writing to express my interest in playing baseball for the (mascot here.) I am currently a (grade level) at (school) in (city, state). Last season as a (grade level), I was able to hit (batting average) in our (# of games) regular season games. I led the varsity team as well as the entire program in stolen bases. Our team finished in the top 8 in the state tournament.

I am interested in (XYZ) University because it has both a commitment to a strong baseball program and the academic standards and major that I am looking for.

Attached is a résumé that details my academic and athletic accomplishments. I am currently involved with ... (list details here)

I am always trying to improve my game and consider myself a fast learner and a coachable player. I know I would represent (XYZ) University in a positive way. I hope you will consider me as a future (mascot) and I look forward to hearing from you soon. Good luck next season!

Sincerely,

(Name)