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Insert Address Here

Dear [Insert name]

I write to you as manager of the Bow River Bruins [insert team name] hockey team. We have 17 youths on our team competing in the Calgary Minor Hockey program this hockey season.

On behalf of the team, and in particular our player whose parent works for your organization, I kindly ask that you consider donating to the operational costs of our team. Any contribution you make would be used to help with costs not covered by our association – namely tournament entry fees, team apparel, and team events.

The Bow River Bruins Hockey Association is a registered society with the province of Alberta and a member of the parent governing bodies of Hockey Calgary, Hockey Alberta, and Hockey Canada. Bow River hosts 40+ teams and 800+ players across the association.

Thank you for considering my request and I assure you that your contribution would be fully appreciated by our team of energetic and keen young hockey players. Cheques can be made out to [insert team name] and mailed to the above address. Please contact me directly if you have any questions.

Yours sincerely,

Team Manager Name

Manager

Bow River Bruins [insert team name]

Tel 123 456 7891