

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title]
[NBA Team/Organization Name]
[Team Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the benefits associated with my contract as per the NBA Collective Bargaining Agreement.

As a player for [Team Name], I believe it is essential to ensure that I receive all the entitlements related to my contract, including [specific benefits such as health insurance, endorsement opportunities, retirement plans, etc.].

I would appreciate your assistance in confirming my eligibility and the necessary steps to access these benefits.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Player Position/Role]
[NBA Team Name]