

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Team/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm the details of my NBA contract as discussed.

Player Name: [Your Name]

Team: [Team Name]

Contract Term: [Duration of Contract]

Contract Value: [Total Contract Amount]

Signing Bonus: [Amount of Signing Bonus]

Salary Details: [Annual Salary Breakdown or Salary Terms]

Incentives: [Details of any performance incentives]

Guaranty: [Details on guaranteed money]

I appreciate the opportunity to join [Team Name] and am excited about contributing to our success. Please let me know if you need any further information from my side.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]