

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally confirm the details of my contract with [Team Name] as outlined in our recent discussions. Please find the specific terms of the contract below:

- Player Name: [Your Name]
- Contract Length: [Number of Years]
- Total Salary: [\$ Amount]
- Signing Bonus: [\$ Amount]
- Performance Incentives: [Details]
- Other Terms: [Specifics]

I would appreciate it if you could confirm my acceptance of this contract by signing and returning a copy of this letter at your earliest convenience.

Thank you for the opportunity to join [Team Name]. I look forward to contributing to the team's success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosure: Contract Copy