

**\*\*NBA Player Contract Letter Outline\*\***

1. **\*\*Header\*\***
  - Team Logo
  - Team Name
  - Date
2. **\*\*Recipient Information\*\***
  - Player's Name
  - Player's Address
3. **\*\*Salutation\*\***
  - Dear [Player's Name],
4. **\*\*Introduction\*\***
  - Express excitement about the opportunity to sign the player.
  - Briefly outline the purpose of the letter.
5. **\*\*Contract Terms\*\***
  - **\*\*Position\*\***: [Position Title]
  - **\*\*Contract Length\*\***: [Number of Years]
  - **\*\*Salary\*\***: [Total Amount/Annual Salary]
  - **\*\*Signing Bonus\*\***: [Amount, if applicable]
  - **\*\*Performance Incentives\*\***: [Details of any incentives]
  - **\*\*Guaranteed Money\*\***: [Details on guaranteed payments]
  - **\*\*Trade Clause\*\***: [Details of any trade clauses, if applicable]
6. **\*\*Team Expectations\*\***
  - Outline team goals and expectations from the player.
  - Mention any specific roles or responsibilities.
7. **\*\*Player Obligations\*\***
  - Commitment to training, games, and team events.
  - Code of conduct and professionalism.
8. **\*\*Additional Provisions\*\***
  - Injury clauses
  - Waivers or release conditions
  - Agreement to media engagements
9. **\*\*Closing Remarks\*\***
  - Reinforce enthusiasm about the partnership.
  - Steps for finalizing the contract.
10. **\*\*Signature Line\*\***
  - [Team Executive Name]
  - [Title]
  - [Team Name]
11. **\*\*Enclosures (if applicable)\*\***
  - Summary of contract terms
  - Contact information for legal representative
12. **\*\*Footer\*\***
  - Team Contact Information
  - Team Website or Social Media Links