

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Player's Name]
[Player's Agent's Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Player's Name] and [Agent's Name],

Subject: Contract Terms Review for [Player's Name]

We are excited to extend an offer for [Player's Name] to join [Team Name] for the upcoming season. Below are the proposed terms of the contract:

1. ****Contract Length****: [Length of Contract, e.g., 4 years]
2. ****Annual Salary****: [Salary Amount, e.g., \$XX million per year]
3. ****Signing Bonus****: [Bonus Amount, e.g., \$X million]
4. ****Performance Incentives****: [Details of incentives, e.g., bonuses for All-Star selections, playoff performance]
5. ****Team Option****: [Team option details, if applicable]
6. ****Player Option****: [Player option details, if applicable]
7. ****Trade Clause****: [Details regarding trade clause, if applicable]
8. ****Health and Wellness Provisions****: [Details of health benefits and wellness programs]
9. ****Public Relations Obligations****: [Details regarding public appearances, interviews, etc.]

We look forward to discussing these terms and ensuring they align with your expectations. Please let us know a suitable time for a meeting or call to finalize the details.

Thank you, and we are looking forward to welcoming [Player's Name] to [Team Name]!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Signature (optional)]

Enclosures: [Any additional documents if needed]