

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[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 propose the transfer of contract rights for [Player's Name] from [Current Team/Organization Name] to [Receiving Team/Organization Name]. As per the regulations and guidelines set forth by the NBA, the details of the proposed transfer are as follows:

- ****Player's Name:**** [Player's Name]
- ****Current Team:**** [Current Team/Organization Name]
- ****Receiving Team:**** [Receiving Team/Organization Name]
- ****Contract Details:**** [Include any relevant details about the contract, such as duration, financial terms, etc.]

We believe that this transfer would be mutually beneficial for both teams and would greatly enhance the competitive balance within the league. We are prepared to negotiate terms that align with the interests of all parties involved.

Please feel free to reach out if you have any questions or would like to discuss this matter further. We are eager to come to an agreement that serves the best interests of [Player's Name] and both organizations. Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization Name]