

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

[Recipient's Name]
[Recipient's Title]
[Team Name]
[Team Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the upcoming contract negotiations for [Player's Name] with [Team Name]. As we approach this important period, I want to express our gratitude for the opportunities and experiences that have come our way during [Player's Name]'s time with the team.

As you know, [Player's Name] has demonstrated exceptional skills and commitment on the court, contributing not only to the team's performance but also enhancing fan engagement and marketability. Given his achievements, we believe it is time to revisit the terms of his current contract to better reflect his value and contributions to the team.

We would like to propose a meeting to discuss potential terms that would be mutually beneficial for both [Player's Name] and [Team Name]. Our goal is to ensure [Player's Name] remains a key asset for the team while also acknowledging his hard work and dedication. We are open to discussing various aspects, including salary, bonuses, and other incentives.

Please let us know your availability for a meeting in the coming weeks.

We are looking forward to a productive conversation and to continuing our relationship with [Team Name].

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Title/Position]

[Agency/Organization Name, if applicable]