

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request the transfer of my contract from [Current Team Name] to [New Team Name]. As per the terms outlined in my current agreement, I believe this transfer aligns with both teams' interests and my personal career goals.

Attached to this letter, you will find all necessary documentation regarding my current contract details. I am eager to discuss how this transition can be mutually beneficial and ensure compliance with all league and team policies.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Player Number] (if applicable)
[Current Team Name]