

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

Dear [Recipient Name],

Subject: NFL Transfer Agreement

I hope this letter finds you well. I am writing to formalize the terms of the transfer agreement regarding [Player's Name], who is currently under contract with [Current Team Name].

As per our discussions, we have agreed to the following terms for the transfer:

1. **Player Name:** [Player's Full Name]
2. **Current Team:** [Current Team Name]
3. **New Team:** [New Team Name]
4. **Transfer Fee:** [Amount]
5. **Contract Duration:** [Length of Contract]
6. **Performance Bonuses:** [Details of any bonuses, if applicable]
7. **Medical Examination:** [Details regarding medical examinations required, if applicable]

Please confirm your acceptance of these terms by signing below and returning a copy of this agreement.

We appreciate your cooperation in this matter and look forward to finalizing the transfer soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]

Acknowledgment and Acceptance:

I, [Recipient Name], hereby accept the terms of the transfer agreement for [Player's Name] as outlined above.

[Recipient Signature]
[Recipient Printed Name]
[Date]