

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Team Owner's Name]  
[Team Name]  
[Team Address]  
[City, State, Zip Code]

Dear [Team Owner's Name],

I hope this letter finds you well. I am writing to formally request a transfer from [Current Team Name] to [Desired Team Name] for the upcoming season.

After careful consideration and discussions with my agent, I believe that this move is in the best interest for my career development and personal aspirations. My time with [Current Team Name] has been invaluable, and I am grateful for the support and opportunities that have been extended to me.

I have thoroughly enjoyed being a part of this organization and the relationships I have built with my teammates and coaching staff. However, I feel that a change will better align with my professional goals and allow me to reach my full potential.

I kindly ask for your understanding and support in this matter. Please let me know if there are any formal processes I need to follow or if there are discussions required with the coaching staff.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Current Team Name]