

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

[Recipient Name]
[Recipient Position]
[NFL Franchise/League Office]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Roster Change Notification

I hope this message finds you well. I am writing to formally notify you of a change to our team's roster.

****Player Information:****

- Name: [Player's Full Name]
- Position: [Player's Position]
- Jersey Number: [Player's Jersey Number]

****Change Details:****

- Type of Change: [Release/Transfer/Signing]
- Reason for Change: [Brief Explanation]
- Effective Date: [Date of Change]

We appreciate the contribution of [Player's Name] during their time with [Team Name] and wish them the best in their future endeavors.

Please let me know if you require any further information or documentation regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Team Name]