

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

Dear [Recipient Name],

We are excited to invite you to participate in the upcoming WNBA Skills Showcase scheduled for [date] at [location]. This event is designed to highlight and enhance the skills of our talented athletes while providing a platform for them to showcase their abilities to coaches, scouts, and fans.

Details of the event are as follows:

**\*\*Date:\*\*** [Date]  
**\*\*Time:\*\*** [Start Time] to [End Time]  
**\*\*Location:\*\*** [Venue Name, Address]  
**\*\*Registration Fee:\*\*** [Amount, if applicable]

Please confirm your attendance by [RSVP Date] by replying to this email or contacting us at [contact information]. We look forward to seeing you at the showcase and witnessing the incredible talent on display.

Thank you for your attention, and we hope to hear from you soon!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]