

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Team Name]  
[Team Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduction and purpose of the letter.]  
[Body Paragraph 1: Express admiration for their achievements and contributions to the NFL.]  
[Body Paragraph 2: Share a personal connection or experience related to the NFL or the player's career.]  
[Body Paragraph 3: Extend any requests, compliments, or further thoughts you wish to convey.]  
[Closing Paragraph: Thank the recipient for their time and consideration.]  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]