

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

RE: Registration for Queensland School Sport

I hope this letter finds you well. I am writing to formally register my child, [Child's Name], for the upcoming Queensland School Sport season.

[Child's Name] is currently in [Year Level/Class Name] at [School's Name]. We are excited about the opportunity for [him/her/them] to participate in [specific sport(s)] and to represent our school.

Please find attached the required registration forms and any relevant medical information. Should you need any further information or documentation, feel free to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter. We look forward to a fantastic season ahead!

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]