

SCHOOL LOGO / LETTERHEAD

DATE

Dear Marketplace Missions,

As the TITLE / ROLE of this SCHOOL / ASSOCIATION, I NAME OF PERSON recommend FIRST AND LAST NAME OF COACH OR COACHES ATTENDING EVENT to attend the Coaches Time Out (CTO) event.

If you need any further information, please feel free to contact me at PHONE NUMBER and EMAIL.

SIGNATURE

FULL NAME

TITLE

SAMPLE