

[Insert your address]
[Insert your email
address]

[Insert date]

[University Address]

Dear Coach [Insert last name],

My name is [your name] and I am currently a [your grade] at [your high school], graduating in [year]. I am writing to express my interest in your university and volleyball program.

I have a [your GPA] and plan on majoring in [insert subject]. I know [University name] has an excellent [subject] program with opportunities for students to work on active research projects. *(Include a sentence or two that describes why you like the university based on their academic strengths separate from their athletic program)*

I followed your program over the past 2 years and I believe it is a great fit for me. I played [your position] for Albuquerque Rebels Volleyball [insert team] and [high school team] and love the fast-paced offensive you use *(use something appropriate to show why you like their volleyball program)*. I am a hard-worker and enjoy a team with a lot of energy and spirit. Your [university team mascot] never give up on a match and play the scrappy kind of defense that wins games *(as appropriate)*.

I am [insert height] and wear jersey # [insert uniform number if you know it] for my club team. I also provided a copy of my player profile, which has all my background information and academic / physical stats. . I will provide you my club team information once club season starts. I have a DVD of my playing skills available if you would like me to send it to you. *(If you have one available)*

(Insert a couple sentences to personalize the letter. I.e. your hobbies, community service etc)

I would like to learn more about both your university and volleyball programs. Please send me any brochures/team media guides you have available for [University name]. They can be sent to my address provided above or emailed if available digitally.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

[Your signature]

[Insert your first and last name]