



Dear Coach [Last Name] (only use a coaches last name, not first name)

My name is Mary Jane Smith; I am a [position] and am very interested in continuing my academic and volleyball careers at [College]. I am currently a [sophomore, junior, senior] at [High School, City, State].

I have included a link to some game highlights and skills video from the current and/or past club season: [YouTube, website link].

I will be at [blank] Tournament in [City] this weekend, and have included my entire tournament schedule below. If you need anything further, please let me know. My email address is [janessmith@mail.com](mailto:janessmith@mail.com).

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

Sincerely,

Mary Jane Smith

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[Insert remaining-upcoming schedule]