

SAMPLE INFORMATION REQUEST FOR A COLLEGE COACH

Date

Mr. Bob Smith
Head XXXX Coach
Enormous State University
1520 Big Fieldhouse Way
Smithfield, VA 34567

Dear Coach _____:

I am a postgraduate at Bridgton Academy and am familiar with the
(*sport*)_____ team at (*school name*)_____. Would you please send
me any available literature on your program? I am hoping to visit your
campus, and I would look forward to the opportunity to meet with you.

Attached please find a brief resume of my achievements.

Sincerely,

Name

Name
Box #
Bridgton Academy
N. Bridgton, ME 04057
e-mail: