[enter Date]

Atlee Little League Board of Directors,

I am writing this letter to request approval for my child to play in Atlee Little League. The reason we would like our child (ren) to play at Atlee Little League is [insert reasons for wanting child (ren) to play Atlee as opposed to other Little League].

Here is our child’s personal information:

[enter Child’s name]

[enter Child’s address]

[enter City, State, Zip Code]

DOB: [enter date of birth]

I appreciate your consideration of this request. I can be reached at [phone number] or [email address] if you have any questions.

Thank you,

*[Signature here]*

[enter Parent Name]