

Date: [Insert Date]

To,  
The Team Manager,  
[Team Name]  
[Team Address]

Subject: Invitation to Participate in [Event Name]

Dear [Team Manager/Coach's Name],

We are pleased to invite your esteemed team to participate in the upcoming **[Event Name]** organized by **[Organizer/Institution Name]**. The event will be held on **[Event Date(s)]** at **[Venue/Location]**. This event aims to bring together teams from various organizations to display talent, sportsmanship, and a spirit of healthy competition.

**Event Details:**

- **Sport:** [Specify Sport/Event]
- **Date:** [Event Date(s)]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Venue/Address]

We highly value the participation of your team and believe your involvement will enhance the competitive spirit and overall success of the event. We encourage your players to participate with enthusiasm and showcase exemplary teamwork and fair play.

Kindly confirm your team's participation by **[Confirmation Deadline]**. If you require any further information or assistance regarding logistics, accommodation, or event arrangements, please feel free to contact us at:

**Contact Person:** [Contact Name]

**Email:** [Email Address]

**Phone:** [Phone Number]

We look forward to your team's positive response and an exciting event ahead. Let us come together to celebrate sportsmanship, teamwork, and friendly competition.

Best regards,  
[Your Name]  
[Your Designation/Role]  
[Organizer/Institution Name]  
[Contact Information]