

## **SAMPLE ACCEPTANCE LETTER**

Good Morning!

Please be advised that your team has been accepted to the (association name) tournament.

The schedule will be released by (specific date) at the latest. The tournament rules and a letter to the coaches will be sent to you with the schedule by email.

If you have not already done so, please forward a registration cheque made out to (association name) for \$ (correct amount for the specific division) to: (specific mailing address).

Also, we need to have a copy of your Team Registration Form (TRF) by (specific date). The TRF can be mailed to the same address, scanned and emailed to this email address or sent by fax to (fax number).

We look forward to seeing you at the (association name) tournament.

Thank you.

## **SAMPLE NON-ACCEPTANCE LETTER**

Good Morning!

I regret to inform you that we will not be able to accept your team into the (association name) tournament this year.

We simply don't have enough ice for all of the teams that have applied.

It is our sincere hope that you will consider our tournament next year.

Please let me know if you would like me to mail your registration cheque back to you or destroy it.

Have a wonderful season.