(Enter the recipient’s name and address)

Dear (enter recipient’s name)

Nomination as Player of the Year

Congratulations, after an excellent season playing for (enter the Team name) you have been nominated as one of three contenders for the 2018 Player of the Year Award. The final decision will be announced at the annual awards ceremony held in Cruachan Town Hall on Saturday 21 July. The ceremony starts at 7:30pm and will include dinner and a special guest appearance from a former world champion badminton player.

The committee do hope you will make a special effort to be present at the Award Evening. I would ask that you let me know whether you will be present.