***Sensei***

***Club***

Dear **(Sensei)** Sensei:

The University of Toronto Kendo Club will be hosting the (year) University of Toronto Kendo Tournament on (date). We have been honored by your attendance in the past and would like to invite you to serve as Shimpan again. We also request that any members of your club in attendance 4th Dan and above please serve as Shimpan as well. We hope you will accept our invitation and look forward to seeing you at the tournament.

Free parking has been arranged for you on the day of the tournament. Please find attached parking passes, and directions to the parking location.

Sincerely,  
  


Justin Ryu

President

University of Toronto Kendo Club