



School Link Confirmation Letter template

You can use this letter when confirming any agreed activity due to take place as part of your school/Club Link. This letter can be amended; you can add your logo and copy/paste onto your headed paper template.

Dear **insert school name here**

Football activity confirmation letter

Following our recent telephone conversation/meeting (**delete as appropriate**), I am writing to confirm the details for the Curriculum Time Coaching, Breakfast, Lunchtime, After School Club, School Assembly, Competition (**delete as appropriate**) as follows:

Dates:

Times:

Class/Year Groups:

Facility:

To ensure that the activity takes place smoothly please note the following points:

- Our coach will arrive approximately 30 minutes prior to the start time to prepare for the session.
- Where possible it would be much appreciated if the children could be changed and ready for the session 5 minutes' before the start time.
- No special clothing is required however for their comfort it would be preferable for the children to wear shorts, t-shirt and trainers.
- No equipment needs to be provided, as our coach will bring all that is required (**change if you wish to use school equipment**).
- Where possible it would be much appreciated if the class teacher or teaching assistant could remain present throughout the session.

I can confirm that **insert coaches name here** will be delivering this activity and for your information can be contacted as follows **insert number here** I can confirm that **insert coaches name here** is an FA qualified coach and has completed a CRB, emergency aid and safeguarding children workshops. Copies of the certificates can be available on request.

Thank you for your continuing support and if you have any queries or further information please don't hesitate to contact me on **insert number here**

Yours sincerely