**[Your Name]**  
**[Your Position]**  
**[Your Club/Organization]**  
**[Club Postal Address]**  
**[Your Email Address]**  
**[+64 Phone Number]**

**[Date]**

**To Whom It May Concern,**

I, [Your Name], in my capacity as [Your Position] of [Your Team/Organisation], hereby give my consent for the transfer of [Player’s Full Name], a player currently registered with [Your Team/Organisation], to [Receiving Team/Organisation] under the regulations of the World Baseball Softball Confederation (WBSC).

This transfer is requested from [Insert Start Date] till [Insert End Date]

We support their decision to pursue opportunities with [Receiving Team/Organisation]. We confirm that the athlete is in good standing with our organization and has fulfilled all contractual obligations to date.

Please feel free to contact me if you require any further information.

Sincerely,

(Your signature)  
[Your Printed Name]  
[Your Position]  
[Your Team/Organisation]