**Your Name]**  
**[Your Position]**  
**[Receiving Team/Organization]**  
**[Your Address]**  
**[City, State, ZIP Code]**  
**[Email Address]**  
**[Phone Number]**

**[Date]**

**To Whom It May Concern,**

I, [Your Name], in my capacity as [Your Position] of [Receiving Team/Organisation], hereby confirm the acceptance of the transfer of [Player’s Full Name] from [Current 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]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Receiving Team/Organization]