



Sample of "Candidates Invitation Letter"

Dear Coach,

The South Dakota State Soccer Association will be hosting a National Youth License Coaching Course from November 12-16, 2010. The course will be limited to 40 candidates, and will be filled primarily on a first come first basis. I encourage you to complete your application process as soon and as you can.

I have included all the necessary information below. Please follow it carefully.

DATES: November 12-16, 2010
TIMES: check-in between 4:00 to 5:30 P.M. on November 12
Depart after 4pm on November 16
PLACE: Rapid City Youth Soccer League
COST: \$600.00

The resident fee does not include lodging and meals. We have arranged a block of rooms at the Radisson in Rapid City at \$64 plus tax per night.

Application:

1. A \$100.00 non-refundable application fee or full tuition is due upon application.
2. One passport size photograph (1"X2")
3. A completed application must be accompanied by the above in order to be received and a place reserved.
4. A late cancellation fee of \$75.00 will be assessed to candidates who cancel less than three (3) weeks from the start of the course.
5. Mail all applications to:

Brian Pitts
Director of Coaching
2611 Merlot Drive
Rapid City, SD 57701
doc@southdakotasoccer.com

Confirmation of application acceptance will be sent. Information on travel, check-in procedures, suggested equipment, course schedule, etc. will be sent out. Balance of payment will be due on October 15th, 2010

I look forward to hearing from you. Please be sure to get your application in early in order to secure your spot.

Sincerely,

Brian Pitts
Director of Coaching