

Subject: Scoring School Playing Event - Tee Times

Dear [Member or Guest Name],

Thank you for entering this week's Scoring School Playing Event, we're looking forward to seeing you out on the golf course.

Please find attached your tee time. We advise that you arrive at least 30 minutes before your tee time so you can register, pick up your scorecard, allow time to warm-up, and be ready to start 10 minutes prior to your tee time.

After the event finishes, you are welcome to remain in the (Insert Meeting Point] to socialise with other participants of the Playing Event.

Let me know if you have any questions, I look forward to seeing you soon.

Many thanks,

[insert coach name]

[insert coach title/position]