



Subject: Team Matchplay Event Information

Dear [insert parent's name],

Just a short message to confirm that we have reserved a place for your child on [insert date and time of Team Matchplay Event]. I have provided some important information below:

Where we meet

- For the Team Matchplay Event, we will meet at [insert meeting point] at [Insert Time]. If you are not staying to watch then this is where you will need to collect your child from at the end of the event.

What to bring

- Golf clubs if your child has their own. If you need to borrow clubs please let us know as soon as possible so that we can arrange them.
- Water bottle
- Sunscreen if appropriate

What to wear

- There is no dress code as such, but please be aware that we will be outside, and our games and activities will require active participation. Please ensure your child dresses appropriately.
- Trainers are the best footwear if your child doesn't have golf shoes.

Hopefully that covers everything you need to know, but if you have any questions please let us know by replying to this email.

We are excited to see you and your child enjoying the club and the game of golf!

Many thanks,

[insert coach name]

[insert coach title/position]