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Dear **<HEAD TEACHER NAME>**,

**<INSERT SQUASH CLUB NAME>** is a local community operated squash club who have an on going commitment to develop school sport in the area. Using England Squash’s Junior 101 programme, we have developed a squash offer available to your school for year groups **X** and **X.**

The offer will contribute to the Level 1 (intra-school competition) **(DELETE IF LEVEL 2 SCHOOLS GAMES COMPETION NOT TAKING PLACE)** and Level 2 (inter-school competition) strand of the School Games.

I am writing to invite your school to take part in this year’s event. Sessions are anticipated to be delivered in the **X Term** focusing on a number of skills relating to squash. This will be delivered by qualified squash coaches from **<YOUR SQUASH CLUB NAME>**. Our coaches will also be able to upskill your teachers and leave copies of the activities from lesson plans to ensure you meet the requirements of the Primary PE & School Sport Funding.

The programme will be delivered across six weeks with the final week being held at our club. The final week will also involve an intra school competition.

**(DELETE IF LEVEL 2 SCHOOLS GAMES COMPETION NOT TAKING PLACE)** A selection of pupils will then be invited to take part in the ‘**<INSERT AREA NAME e.g Newcastle>** Primary School Squash Festival’ forming part of the Level 2 School Games offer on **<INSERT DATE HERE> at <INSERT CLUB VENUE HERE>**.

We deliver the programme at reasonable costs, which help ensure our club can continue to operate in the local area. This programme will cost **£X** for the full 6 weeks. If you would like be a part of our squash programme please contact me on **<INSERT** **EMAIL HERE>** or call **<INSERT PHONE NUMBER HERE>** to discuss further.

I look forward to hearing from you

Kind regards,

**<INSERT SIGNATURE>**
**<INSERT NAME HERE> <INSERT JOB TITLE HERE>**