<Insert Date>

Anthony Jusup

Sport Operations Manager

UTAS Sport

utas.sport@utas.edu.au

Dear <First Name>

**Application to register a New Club**

This is an application to register a new club with UTAS Sport. The name of the unincorporated/incorporated club is **<insert name of club>**.

The club is being established to **<provide a brief overview of the club and its purpose>**.

Please find attached the following documents for your review.

* Club Constitution
* List and contact details of members (identifying those which are current UTAS students)
* List and contact details of executive members
* Annual Budget
* Calendar of Events

I confirm that our proposed club meets the requirements of UTAS Sport. Therefore I seek UTAS Sport’s consideration to affiliate/endorse our club.

Yours sincerely

<Name>

<Executive position title>

<Mobile Number>

<Email address>