Date:

Dear (Mr./Mrs./Ms. Last name of player),

(State name of football committee) has decided to file disciplinary actions against you. You will be suspended from the team for (state how many days). You will need to pay a penalty of (amount) charged due to the misconduct.

The misconduct you displayed was (state misconduct here). This is against our team’s rules.

After investigating the matter and getting some pieces of evidence against you, we have decided to take this action.

You are expected to come back to the field after (tell how much time) on (date).

You need to know that any misconduct by a player impacts the reputation of the team. Therefore, this will not be tolerated.

Regards,

Your Name

Signature