[Date]

Dear [Principal name],

**Re: School Sport Victoria Team Vic team selection**

I am pleased to inform you that I have been selected as a member of the School Sport Victoria (SSV) Team Vic [Age] Years & under [Sport] Victorian representative team.

I will be competing at the School Sport Australia (SSA) [Age] Years and under [Sport] Championship which are being held in [City, State] from [travel dates].

The participation costs are approximately $2000 which includes uniform, SSA Championship host state and administration levy, travel, accommodation and meals.

I would be incredibly grateful if the school could provide some funding support to assist with the costs via the school, school council, or student council.

The SSA Championship’s is more than a sporting competition, with educational, social and cultural experiences embedded throughout the event.

Please contact the SSV National Programs team if you require further information by phone on (03) 9084 9001 and select option 2, or by email ssv.teamvic@education.vic.gov.au.

I would be happy for you to share this achievement across the school including with my year level coordinator, the school council, and the student council.

Yours sincerely,

[Student Name]