[Date]

[Club name]

By email: [Club President Email]

Dear President,

**Request for Evidence Supporting Transfer Refusal**

[Controlling Body name] is advised that the Club has refused a Player Transfer Request, the details of which are provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| Player Name |  | Player DOB |  |
| Source Club |  | Destination Club |  |
| Transfer Request Date |  | Transfer Refusal Date |  |

Section 3.5(b)(iii) of the *National Community Football Policy Handbook* (‘the Handbook’) states:

*Upon request by its affiliate Controlling Body, a Source Club refusing to Transfer a Player must provide evidence (for example, written documentation acknowledged by both parties) in order to substantiate the refusal within four (4) calendar days of such request. Failure to provide such evidence may result in the Controlling Body approving the Transfer Request upon resubmission of the Transfer Request by the Player or, where the Player is an Underage Player, that Player’s parent or guardian).*

Please provide [Controlling Body name] with details of:

1. the ground(s) under 3.5(b)(i) of the Handbook which the Club has relied upon to refuse the Transfer Request; and
2. all evidence the Club has relied upon in refusing this Player’s Transfer Request together with copies of any documents in support of this.

This information is to be provided by email to the undersigned within 4 calendar days of this request.

Should you have any queries in relation to this matter, please contact the undersigned.

Yours faithfully,

[Signatory name]

[Role]

[Controlling Body name]

Em: [Signatory email]