

Assistant Chef de Mission & Team Nunavik-Quebec Coordinator
Team Nunavik-Quebec
P.O. Box 9, Kuujjuaq, Quebec J0M 1C0
(819) 964-2961

[date]

To Team Nunavik-Quebec :

I wanted to inform Team Nunavik-Quebec that I could not make it to the **[local community tryouts or Hudson or Ungava Trials]** for **[sport]** due to **[reason of absence]** .

I have been **[specific personal training such as practising sport, hunting, jogging, lifting weights, swimming, etc]** for the past **[weeks or months]** in order to be in top shape for **[sport]**.

I believe I would make a good athlete for Team Nunavik-Quebec and I would like to participate at the Regional Trials at Kangiqsualujjuaq in November 2015 for **[sport]** and my birthdate is **[date of birth]**.

Thank you,

[first and last name]

[address, community]

[phone and email if applicable]