

How to Write an Introductory Email to a College Coach

Introductory emails to college coaches are important for all high school players looking to play at the next level. These emails need to come from YOU, the player. Don't rely on your high school coach, summer coach, or parents to make contact with schools for you. Reaching out to coaches yourself shows a level of maturity and commitment that coaches look for and admire. Try to start this process [when the timing is right for you](#). Keep in mind that coaches can send emails back only to juniors and seniors. They cannot respond to freshmen and sophomores in any way.

The biggest purpose behind these emails is to save coaches time and make it easy for them to learn about you. So, don't include information that coaches don't need. Don't talk about players or teams you have defeated in the past or current college players who you believe you could outperform. The coaches don't need information about your training and workout programs. Keep the emails simple. Here are the things you MUST have in your introductory email:

- Name
- Graduation year and position
- Personal contact information (email and cell #)
- High School and high school coach's contact information (email and cell #)
- Summer/fall team and coach's contact information (email and cell #)
- Academic information (GPA and SAT/ACT score)
- Specific reason why you are interested in the school (no more than 1 or 2 sentences)
- Whether or not you have filled out the school's questionnaire online (make sure you fill it out in advance)
- Future games schedule
- Any other details they should know (If you have previously attended the school's camp or met the coaches)

Sample Introductory Email

Coach Reed,

I just wanted to introduce myself. My name is Joe Smith. I am a junior at City High School. I am a pitcher and shortstop and am very interested in your program because it is a mid-sized D1 school and has the sports management major I am looking for. My coach at CHS is Paul Thompson. His email is paulthompson@email.com and his phone number is XXX-XXX-XXXX. I play for the City Bulldogs over the summer and my coach's name is Steve Jones. His email is stevejones@email.com and his phone number is XXX-XXX-XXXX. Over the summer, I will be playing in the North Tournament July 22-30. I will also be coming to your camp on August 10. I have filled out your online questionnaire and included more information there, including my stats from last year and summer ball. My GPA is 3.02 and my SAT score was 1820. I have attached my future games schedule and here is the link to my short [skills video](#). Thank you very much for your time and consideration and I look forward to hearing from you.

Sincerely,

Johnny Appleseed

JohnnyAppleseed@email.com

Phone: XXX-XXX-XXXX