

Dear KCLSU Student Centre,

Please could you add (Student Name) to (Club Name).

This student needs to be manually added to our club as they cannot join the club through the website due to restrictions in place. The KCLSU Sport team is aware of this and has provided this letter as evidence that it is OK for them to be added.

The club president, (President Name) is aware that this student is joining the club.

Thank you

(President Name)

(Club Name)