## **Information Needed**

Hello,

my name is (*your name*) and am I pending payment for (*amount of games*). Please assist me with this request and provide status on the following:

- (Date of game), (Amount of games): (Teams involved), (Level, Division, Position) / (Co-Ref)

## **Sample Email**

Hello,

my name is Raul Cano and am I pending payment for 4 games. Please provide status on the following:

- Feb. 17 (2 games): Lopez vs Porter (Varsity Boys: Center Ref & Varsity Girls: Assistant Ref) / My Co-refs were Raul Mota Sr. & Raul Mota Jr.
- Feb. 19 (2 games): Lopez vs Porter (JV Boys Light & Dark: Center Ref) / My Co-ref was Raul Mota Sr.