

## Sample Letter – Resetting the Handicap Index

Sample Letter Applying Rule 7.1a – Resetting the Handicap Index

*[Written on Club Stationery]*

*[Date]*

Dear *[Player Name]*,

After performing a review of your scoring record, the Handicap Committee has determined that your Handicap Index® is not reflective of your demonstrated ability.

In accordance with Rule 7.1a of the *Rules of Handicapping*, we have determined an adjustment to your Handicap Index is warranted due to *[state reason – incapacitating injury, lack of score submissions, improvement of play following lessons, results of analysis from the USGA Handicap Review Tool, etc.]*.

In the interest of fair play, the adjustment brings your Handicap Index to *[e.g., 7.6M]*. You may appeal to the Handicap Committee either by letter or in person by *[date]*. If the Handicap Committee does not receive a response either in writing or verbally from you or determines that the reasons for adjustment are still valid, the adjusted Handicap Index will stand.

As new scores are posted, your Handicap Index will be updated accordingly thus allowing you to play out of the adjustment. The Handicap Committee will continue to review your scoring record to determine whether further action is required, or if the adjustment remains appropriate. In the meantime, please continue to post all acceptable scores and observe all aspects of the *Rules of Handicapping*.

Sincerely,

Handicap Committee