

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

JFK High School
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Grade/Year] student at JFK High School. I am writing to express my interest in participating in [specific activity or club] for the upcoming school year.

I am eager to contribute my skills and passion to [activity/club description] and collaborate with fellow students who share similar interests. I believe that engaging in this activity will not only enhance my skills but also allow me to make meaningful connections within our school community.

Please let me know the necessary steps to join [activity/club], including any upcoming meetings or applications. I look forward to your response and am excited about the opportunity to be involved.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]