

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been selected for admission to the Junior Varsity [Sport Name] program for the [Year/Season]. Your hard work, dedication, and talent have set you apart, and we are excited to have you as part of our team.

Please find the following important details regarding your participation:

1. **\*\*Practice Schedule\*\***: [Days and times of practice]
2. **\*\*Location\*\***: [Practice location]
3. **\*\*Season Start Date\*\***: [Start date of the season]
4. **\*\*Uniform Information\*\***: [Details about uniforms or gear required]
5. **\*\*Parent Meeting\*\***: [Date and time of any upcoming meetings for parents]

We encourage you to embrace this opportunity to develop your skills, compete, and grow as an athlete. If you have any questions or need further information, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Congratulations, and we look forward to an exciting season ahead!

Sincerely,

[Your Name]  
[Your Title]  
[School/Organization Name]  
[Contact Information]