

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the Junior Varsity team for the [Sport/Activity Name] at [School Name] for the [Year/Season]. Your skills, dedication, and passion for the sport have impressed our coaching staff, and we believe you will be a valuable addition to our team.

Please read the following details regarding your upcoming season:

1. ****Practice Schedule****: Practices will begin on [Start Date] and will be held every [Days of the Week] from [Start Time] to [End Time] at [Location].

2. ****Attire****: Please ensure you have the appropriate gear, including [List of Required Gear].

3. ****Parent Meeting****: We invite your parents to attend an informational meeting on [Date and Time] at [Location]. This will be an excellent opportunity for them to learn more about the season and fundraising activities.

4. ****Medical Requirements****: Please submit your current medical forms and any required waivers by [Due Date].

We are excited to have you join us and look forward to a fantastic season ahead. If you have any questions, feel free to reach out to me at [Coach's Contact Information].

Congratulations once again!

Best regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]