

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my interest in enrolling my child, [Child's Name], in the Junior Varsity program at [School Name] for the upcoming academic year 2023-2024.

[In this paragraph, briefly introduce your child, highlighting their interests, strengths, and any relevant experiences related to the JV program.]

We believe that [Child's Name] would greatly benefit from the values and opportunities that your program provides. [Mention any specific attributes of the school or program that you admire and how they align with your child's aspirations.]

Thank you for considering this application. We look forward to the possibility of [Child's Name] joining [School Name]. Please let me know if you require any further information or if there is a formal application process we should follow.

Sincerely,
[Your Name]