

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for admission to the Junior Varsity program at [School's Name] for the upcoming academic year. My name is [Your Name], and I am currently in [Your Current Grade/School]. I am excited about the opportunity to be a part of your esteemed program. I have been actively involved in [mention any relevant sports or activities], where I have honed my skills in [mention specific skills or attributes]. I believe that my dedication and passion for [Sport/Activity] will make me a valuable addition to the Junior Varsity team.

I am particularly drawn to [School's Name] because of [mention specific reasons related to the school or program]. I admire [mention any notable achievements or values of the program], and I am eager to contribute to such a positive environment.

Thank you for considering my application. I am looking forward to the opportunity to demonstrate my commitment and enthusiasm for [Sport/Activity], and I hope to be part of the [School's Name] Junior Varsity team.

Sincerely,  
[Your Name]