

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

[Recipient's Name]
[Recipient's Position/Title]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

[Opening Paragraph: Introduce the purpose of the letter, whether it's to express interest in joining the junior varsity team, request information about tryouts, etc.]

[Body Paragraph: Provide additional details or context related to your request or expression of interest. Mention any relevant experience, skills, or reasons why you would be a good fit for the team.]

[Closing Paragraph: Thank the recipient for their time, express enthusiasm, and indicate any next steps you hope for, such as a follow-up conversation or meeting.]

Sincerely,

[Your Name]

[Your Position/Role, if applicable]