

[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 hope this letter finds you well. I am writing to express my interest in securing admission for my child, [Child's Name], into the Junior Varsity program at [School's Name] for the [specific academic year/season].

[Child's Name] has shown a keen interest in [mention relevant sports, activities or subjects], and I believe that being part of your Junior Varsity team will provide them with invaluable opportunities for growth and development.

We appreciate the values and commitment to excellence that your school embodies, and we are eager for [Child's Name] to be part of such a vibrant and enriching environment.

Thank you for considering our application. I look forward to the opportunity to discuss this further.

Sincerely,
[Your Name]