

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

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

Dear [Admission Committee/Principal's Name],  
I am writing to express my interest in enrolling my child, [Child's Name], in the Junior Varsity program at [School's Name] for the [academic year/season].

[Briefly introduce your child, including their age and current educational background.]

[Explain why you believe [School's Name] is the right fit for your child, and how the Junior Varsity program aligns with their interests and goals.]

[Highlight any relevant skills, achievements, or experiences your child has that would contribute to their success in the program.]

[Conclude by expressing your enthusiasm for the opportunity and willingness to provide any additional information needed.]

Thank you for considering [Child's Name] for admission into the Junior Varsity program. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Relationship to the Child]