

[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 formally request 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 immense interest and talent in [specific sport or activity], and I believe that participation in the JV program will not only enhance their skills but also promote teamwork and discipline.

Attached are [any relevant documents, if applicable, such as report cards, recommendation letters, etc.]. I would appreciate the opportunity to discuss this matter further and explore the possibility of enrollment. Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]