

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Organization/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [current grade/level, e.g., sophomore] at [Your School Name]. I am writing to inquire about the junior varsity scholarship opportunities available for student-athletes in the upcoming [year/season].

Throughout my time at [Your School Name], I have demonstrated commitment and dedication not only on the field but also in my academics. As a member of the [specific sport] team, I have strived to improve my skills and contribute positively to our team dynamics. I understand that the junior varsity scholarship program is designed to support student-athletes like myself who wish to continue pursuing their passion for sports while maintaining academic excellence.

I would greatly appreciate any information regarding the application process, eligibility criteria, and deadlines for this scholarship. Additionally, if there are any upcoming meetings or events where I could learn more, please let me know.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]  
[Your School Name]  
[Your Position, if applicable]