

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for admission to the Junior Varsity [Year/Grade] team at [School/Club Name].

Congratulations on your achievement!

Your commitment, skill, and passion for the sport have impressed our coaches, and we are excited to welcome you to our team.

Please find enclosed further details regarding the upcoming orientation meeting, practice schedules, and any necessary paperwork required to finalize your acceptance.

Welcome to the team! We look forward to a successful season ahead.

Best regards,

[Your Name]

[Your Position]

[School/Club Name]

[Contact Information]

[School/Club Website]