

[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], to the junior varsity team at [School's Name] for the upcoming sports season.

[Child's Name] has shown great enthusiasm and talent in [specific sport] and is eager to improve their skills while contributing positively to your team.

We believe that [School's Name]'s commitment to developing young athletes aligns well with [Child's Name]'s goals. We appreciate the opportunity to be considered for a spot on the junior varsity team and would be grateful for any information regarding the tryout process or requirements.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Relationship to Child]