

[Your School's Letterhead]

[Date]

Dear Parents and Guardians,

We are excited to inform you that your child has been selected to be a member of the Junior Varsity [Sport Name] team for the [School Year/Season]. This accomplishment is a testament to their hard work, dedication, and skill.

As a member of the team, your child will have the opportunity to develop their athletic abilities, work collaboratively with teammates, and represent our school in competitions. Our coaching staff is committed to providing a positive and enriching experience for all players.

We would like to invite you to attend the upcoming parent meeting on [Date] at [Time] in [Location]. During this meeting, we will discuss important information regarding the season, including practice schedules, game dates, and our expectations for student-athletes.

We appreciate your support and involvement in your child's athletic journey. Together, we can help them succeed both on and off the field.

Thank you for your commitment to the team!

Sincerely,

[Your Name]

[Your Position]

[Sport Name] Junior Varsity Head Coach

[School Name]

[Contact Information]