

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As we reflect on the past season, I wanted to take a moment to express my heartfelt appreciation for the dedication and effort shown by our junior varsity team members.

[Insert specific examples of achievements, teamwork, or moments that stood out during the season.]

Your hard work and commitment did not go unnoticed, and it has truly made a positive impact. The skills and camaraderie you've developed will serve you well in your future endeavors.

Thank you once again for all your hard work. I look forward to seeing the continued growth and success of each one of you in the upcoming seasons.

Warm regards,

[Your Name]

[Your Position]