

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to our upcoming Junior Varsity Student Event, which will take place on [Date] at [Time]. The event will be held at [Location].

This event is a wonderful opportunity for all JV students to come together, showcase their talents, and build lasting friendships. There will be various activities, including [briefly list activities or highlights].

Please RSVP by [RSVP Date] to ensure your participation. You can confirm your attendance by contacting [Contact Person's Name] at [Contact Email/Phone Number].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]