

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Junior Varsity Team Announcements

We are excited to share important information regarding the upcoming Junior Varsity (JV) season for the [Sport/Activity] team.

1. **\*\*Team Announcements\*\***

- [Announcement 1: Date, time, and details]
- [Announcement 2: Date, time, and details]
- [Announcement 3: Date, time, and details]

2. **\*\*Practice Schedule\*\***

- [Day of the week, time, and location for practices]

3. **\*\*Important Dates\*\***

- [Event or game date]
- [Registration deadline]
- [Parent meeting date/time]

Please ensure that all players and families are aware of these important details. If you have any questions, feel free to contact me at [Your Email Address] or [Your Phone Number].

We look forward to a successful season ahead!

Sincerely,

[Your Name]  
[Your Position]  
[Your School/Organization Name]  
[Your Contact Information]