

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

I hope this letter finds you well. I wanted to take a moment to provide you with some feedback regarding your performance as a junior varsity (JV) team member this season.

Firstly, I want to commend you on [specific positive behavior/achievement]. Your [qualities such as teamwork, dedication, skill] have made a significant impact on the team.

As we move forward, I would like to encourage you to work on [specific area for improvement]. Focusing on this aspect can help enhance your overall performance and contribute even more to the team's success.

Remember, the journey of improvement is ongoing, and I believe in your ability to grow. If you have any questions or need guidance, feel free to reach out to me.

Thank you for your hard work and commitment to the team. I look forward to seeing your continued progress!

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[School Name]