

****Letter Writing Template for Junior Varsity****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Team or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a member of the Junior Varsity [Sport/Team Name]. I am writing to [state purpose: express gratitude, request information, etc.].

[Paragraph 1: Introduce your main point with details or examples related to your purpose.]

[Paragraph 2: Provide additional information or context, and express any feelings or thoughts you wish to convey.]

[Conclusion: Summarize your points and express any requests or next steps.]

Thank you for your time and support. I look forward to [future interactions/communications].

Sincerely,

[Your Name]

[Your Team Name]

[Contact Information]