

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[School's Name]  
[School's Address]  
[City, State, ZIP Code]

Dear [Admissions Officer's Name],  
I hope this letter finds you well. I am writing to inquire about the admission process for the junior varsity program at [School's Name] for the upcoming academic year.

As a dedicated student-athlete with a strong passion for [specific sport], I am eager to explore the opportunities available at your esteemed institution. I would appreciate any information regarding eligibility requirements, tryout dates, and any other relevant details that would assist me in preparing for the application process.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Grade/Year]