

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[School/Institution Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request admission for my child, [Child's Name], to the Junior Varsity team at [School/Institution Name] for the [specific season/year].

[Provide a brief introduction about your child, including their previous experience, skills, and passion for the sport.]

I believe that being part of the Junior Varsity team will greatly benefit [Child's Name], allowing them to develop their skills further while contributing positively to the team.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]