

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Congratulations! We are pleased to inform you that you have been accepted into the Junior Varsity [Sport/Activity] team at [School Name] for the [Season/Year].

Your skills, dedication, and passion for the sport have impressed our coaching staff, and we believe you will be a valuable addition to our team.

Please confirm your acceptance by [Response Deadline] and attend our first team meeting on [Meeting Date and Time] at [Location]. We look forward to seeing you on the field and working together to achieve a successful season.

Once again, congratulations on your acceptance! Welcome to the [School Name] Junior Varsity team!

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]