

[School/Institution Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Admission Notification for Junior Varsity Program

We are pleased to inform you that you have been accepted into the Junior Varsity program at [School/Institution Name] for the [academic year/season].

Your dedication and hard work during the selection process have impressed our coaching staff, and we are excited to welcome you to our team.

Please find enclosed important information regarding the next steps:

1. Orientation Date: [Date & Time]
2. Required Documents: [List of Documents]
3. Practice Schedule: [Days/Times]

We encourage you to review the enclosed information carefully and prepare for an exciting season ahead. Should you have any questions, feel free to reach out to us at [Contact Information].

Congratulations once again! We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[School/Institution Name]

[Contact Information]