

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

Dear [Admission Office/Specific 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].

I would appreciate any information regarding the application requirements, deadlines, and any other relevant details.

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

Sincerely,

[Your Name]