

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to inform you that your child, [Student's Name], has been accepted into the Junior Varsity program for the [Sport/Activity] for the [Year/Season].

This program is designed to enhance skills, teamwork, and sportsmanship among participants, and we are excited to have your child join us.

Please find enclosed important information regarding practice schedules, team meetings, and registration details. We invite you to attend our upcoming parent orientation on [Date] at [Time] in [Location].

If you have any questions or need further assistance, feel free to contact us at [School Phone Number] or [School Email Address].

Congratulations once again on this accomplishment!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]