

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's School/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to our upcoming Junior Varsity School Event, which will take place on [Event Date] at [Event Location]. The event will begin at [Start Time] and will feature [brief description of the event activities, e.g., games, performances, etc.].

This event provides a wonderful opportunity for students, families, and community members to come together in support of our junior varsity teams. We look forward to an afternoon of fun, camaraderie, and school spirit.

Please RSVP by [RSVP Deadline] to [RSVP Contact Information]. We hope you can join us in celebrating the hard work and dedication of our junior varsity athletes!

Warm regards,

[Your Name]

[Your Title/Position]

[Your School's Name]

[Your Contact Information]

[Your School's Website]

[Optional: School logo]