

[School Letterhead]
[School Name]
[School Address]
[City, State, Zip Code]
[Date]
[Student's Name]
[Student's Address]
[City, State, Zip Code]
Dear [Student's Name],

Congratulations! We are pleased to inform you that you have been accepted for admission to [School Name] for the [Grade] grade starting in [Fall Year].

Your application was impressive, and we are excited about the strengths and talents you will bring to our school community. We believe that you will thrive in our academic programs and extracurricular activities. Please review the enclosed enrollment packet for important information regarding registration, orientation, and other necessary steps for preparing for your transition to [School Name].

We look forward to welcoming you to our school and are excited about the future you will help create at [School Name]. If you have any questions, please do not hesitate to contact our admissions office at [Contact Information].

Warmest regards,
[Your Name]
[Your Title]
[School Name]