

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for admission to [School's Name] for the [academic year/term]. Congratulations!

Your skills and accomplishments stood out during the selection process, and we are excited to have you join our community.

Please find enclosed additional information regarding registration and orientation.

We look forward to welcoming you!

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[Contact Information]