

[School Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Admission Offer for [Program/Grade/Year]

We are pleased to inform you that you have been offered admission to [School Name] for the [Program/Grade/Year] starting in [Start Date]. Your application stood out among many, and we are excited to welcome you to our community.

To secure your place, we request that you confirm your acceptance by [Acceptance Deadline]. Please send your acceptance by [Method of Communication], or you can reply to this email.

Enclosed with this letter are important documents including:

1. Enrollment Form
2. Tuition Fee Structure
3. School Policies and Guidelines
4. Upcoming Orientation Schedule

We encourage you to visit our website ([School Website]) for additional resources and information about your new school community.

Should you have any questions, feel free to reach out to our admissions office at [Contact Information].

Congratulations once again! We look forward to seeing you soon.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[School Website]