

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are delighted to inform you that your child, [Child's Name], has been accepted for admission to [Grade/Class Name] at [School Name] for the upcoming academic year starting [Start Date].

Congratulations! We believe that [Child's Name] will thrive in our nurturing and dynamic learning environment. Our dedicated faculty is excited to welcome [him/her/them] and support [his/her/their] growth and development.

To confirm your acceptance, please complete the enclosed enrollment form and return it by [Deadline Date]. Additionally, we have scheduled an orientation session on [Orientation Date] at [Time] to help families acclimate to our school community.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

Welcome to the [School Name] family!

Warm regards,

[Your Name]

[Your Title]

[School Name]