

[School Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, ZIP Code]

Dear [Parent's Name],

Subject: School Enrollment Confirmation for [Child's Name]

We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in [Grade/Program Name] at [School Name] for the academic year [Year].

Enrollment Details:

- Student Name: [Child's Name]
- Grade/Program: [Grade/Program Name]
- Enrollment Date: [Start Date]
- School Year: [Year]

Please find attached the enrollment form and other necessary documents. We kindly ask you to review the information and ensure all details are correct.

If you have any questions, feel free to contact our administration office at [Phone Number] or [Email Address].

We look forward to welcoming [Child's Name] to our school community!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]