

[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 your application for admission to [School Name] for the [academic year/term] has been accepted. We are excited to welcome you to our school community.

Your enrollment details are as follows:

- \*\*Student Name:\*\* [Student's Full Name]

- \*\*Grade/Class:\*\* [Grade/Class Name]

- \*\*Start Date:\*\* [Start Date]

Please find attached the enrollment forms and necessary instructions for completing your registration. We kindly ask that all forms be returned by [Return Date] to secure your place.

We look forward to seeing you soon!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[School Website]

[Attachments: Enrollment Forms]