

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are pleased to confirm your child's enrollment at [School Name] for the [academic year/term] starting on [start date].

Student Details:

- Name: [Student's Name]

- Grade: [Grade Level]

- Student ID: [Student ID Number]

We are excited to have [Student's Name] join our school community and look forward to a successful year ahead. Please find enclosed important information regarding the upcoming school year, including the school calendar and supply list.

Should you have any questions or require further assistance, feel free to contact our office at [phone number] or [email address].

Thank you, and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]