

[School Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent/Guardian Name]

[Parent/Guardian Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

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

Your child is set to commence classes on [Start Date]. We look forward to welcoming you and your child to our school community.

Please ensure that all required documents are submitted before the start date, including:

- Birth certificate
- Immunization records
- Proof of residency

In the coming weeks, you will receive additional information regarding orientation, school supplies, and the school calendar.

If you have any questions or require further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for choosing [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]