

[Your School's Name]
[School's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Parent/Guardian's Name]
[Address]
[City, State, ZIP Code]

Dear [Parent/Guardian's Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for enrollment at [School's Name] for the [academic year/term]. We believe that [he/she/they] will thrive in our educational environment and contribute positively to our community.

Please find the following information regarding the next steps for enrollment:

1. ****Enrollment Confirmation:**** Please confirm your acceptance by [date] by signing and returning the attached enrollment form.

2. ****Registration Fee:**** A registration fee of [amount] is required to secure your child's place. Payment can be made via [payment methods].

3. ****Required Documents:**** We request that you submit the following documents:

- Birth certificate
- Proof of residency
- Immunization records
- Previous school records (if applicable)

4. ****Orientation:**** We invite you to attend an orientation session on [date] at [time]. This will be an opportunity to meet the faculty, tour the school, and ask any questions you may have.

We are excited to welcome your family to [School's Name] and look forward to an enriching year ahead. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[School's Name]