

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to inform you that your child, [Child's Name], has been successfully registered for the [Grade/Class Name] for the [Academic Year].

Please find below important information regarding the upcoming school year:

- **School Start Date:** [Start Date]
- **Orientation Day:** [Orientation Date]
- **School Hours:** [Start Time] to [End Time]
- **Supply List:** [Provide details or attach a list]
- **Additional Information:** [Include any important notes or requirements]

We are excited to welcome [Child's Name] to our school community and look forward to a successful school year. If you have any questions or require further assistance, please do not hesitate to contact us at [School Phone Number] or [School Email Address].

Thank you for choosing [School Name].

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]