

[Your College/University 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, [Student's Name], has been offered admission to [College/University Name] for the [Fall/Spring] [Year] term. This decision reflects not only [his/her/their] academic achievements but also [his/her/their] potential to contribute to our vibrant campus community.

[Student's Name] is now part of a diverse and dynamic group of students, and we are excited about the unique perspectives [he/she/they] will bring to our college. This acceptance is a testament to [his/her/their] hard work, perseverance, and dedication.

Enclosed with this letter are details regarding next steps, including enrollment instructions, financial aid options, and orientation dates. We encourage you to review these materials carefully and discuss them with [Student's Name].

We look forward to welcoming [Student's Name] to [College/University Name]. Please feel free to reach out if you have any questions or need further assistance.

Congratulations to you and your family!

Sincerely,

[Your Name]

[Your Title]

[College/University Name]

[Contact Information]

[Enclosures: Acceptance Packet, Brochure, etc.]