

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been successfully admitted to [School Name] for the GCSE program for the academic year [Year].

Details of your admission are as follows:

- **Course Start Date:** [Date]
- **Duration:** [Duration]
- **Subjects Offered:** [List of Subjects]

To confirm your acceptance, please complete and return the enclosed admission form by [Deadline Date]. Additionally, we require a copy of your previous academic records and any other necessary documentation.

We look forward to welcoming you to our school community. Should you have any questions or require further assistance, please do not hesitate to contact our admissions office at [Phone Number] or [Email Address].

Congratulations once again!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Address]

[Phone Number]

[Email Address]

Enclosures: Admission Form, Information Guide