

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: GCSE Admission Notification****

We are pleased to inform you that you have been offered a place in the [specific course/program name] for the upcoming GCSE academic year at [School Name]. We congratulate you on your achievement and look forward to welcoming you to our community.

****Details of Admission:****

- ****Program Start Date:**** [Start Date]

- ****Orientation Session:**** [Date and Time]

- ****Necessary Documents:**** [List required documents]

- ****Contact for Queries:**** [Name and contact information]

Please confirm your acceptance of this offer by [confirmation deadline]. You may do so by [instructions for confirming acceptance].

Once again, congratulations on your admission to [School Name]. We look forward to seeing you soon!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]

[Optional: School Logo]