

[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 your application for admission to [School Name] for the GCSE program has been successful. We are excited to welcome you to our academic community for the upcoming school year. You will be enrolled in [specific subjects, if applicable] and will have the opportunity to participate in various extracurricular activities designed to enhance your learning experience.

Please find attached additional information regarding your enrollment process, including key dates, orientation details, and our welcome pack. Should you have any questions, feel free to contact our admissions office at [phone number] or [email address].

Congratulations once again, and we look forward to seeing you at [School Name]!

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]