

[Your School's Letterhead]

[Date]

[Student's Full Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Admission to GCSE Program

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

Program Details:

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

Next Steps:

1. Confirm your acceptance by [Date].
2. Attend the orientation session on [Date].
3. Submit any required documentation, including [List of Documents].

Should you have any questions, please do not hesitate to contact us at [Contact Information].

Congratulations and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[Phone Number]

[Email Address]