

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[High School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted for admission to [High School Name] for the upcoming academic year. After careful consideration of your application, academic achievements, and personal commendations, we are excited to welcome you to our school community. Your acceptance is a testament to your hard work and dedication, and we believe you will contribute positively to the school's environment. At [High School Name], you will have the opportunity to pursue your academic interests, engage in extracurricular activities, and form lasting friendships.

Please find enclosed the enrollment packet with important information regarding registration, orientation, and our school calendar. We kindly ask you to respond by [response deadline] to confirm your acceptance. We look forward to having you join us and wish you continued success.

Sincerely,

[Your Name]
[Your Title]
[High School Name]