

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been accepted into [School Name] for the upcoming academic year. Your application showcased your talents and achievements, and we are excited to welcome you to our community.

At [School Name], we are committed to providing a supportive and challenging environment that fosters academic excellence and personal growth. We believe that you will be a valuable addition to our school. Please find enclosed further information about enrollment and orientation dates. We encourage you to confirm your acceptance by [Acceptance Deadline].

Congratulations once again! We look forward to seeing you at [School Name].

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]