

[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 you have been accepted for admission to [School Name] for the [Academic Year/Term]. Congratulations on this significant achievement!

Your commitment to academic excellence and your dedication to personal growth make you a valuable addition to our school community. We are excited about the opportunities that lie ahead for you at [School Name]. Please find enclosed the necessary enrollment forms and detailed information regarding registration, orientation, and the upcoming school year. We kindly ask that you confirm your acceptance by [Confirmation Deadline] to secure your place.

If you have any questions or need further assistance, do not hesitate to contact our admissions office at [Phone Number] or [Email Address].

Once again, congratulations! We look forward to welcoming you to [School Name].

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]