

[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]. Your application demonstrated [mention any notable qualities, achievements, or experiences], and we believe you will be a valuable addition to our school community.

Please review the enclosed materials carefully, including information about enrollment, orientation dates, and required documents.

To confirm your acceptance, please return the signed acceptance form by [Deadline Date]. We encourage you to reach out with any questions or concerns you may have.

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

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]

[Enclosures: Acceptance Form, Enrollment Information, etc.]