

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission to Higher Secondary Certificate (HSC) Program

I am pleased to inform you that you have been successfully admitted to the Higher Secondary Certificate (HSC) program at [School's Name] for the academic year [Year].

Your acceptance is based on your outstanding academic performance and potential. We believe that you will make significant contributions to our school community and benefit greatly from our comprehensive curriculum. Please find enclosed details regarding your enrollment, including:

1. **Program Start Date:** [Start Date]
2. **Orientation Schedule:** [Date and Time]
3. **Required Documents:** [List of Documents]
4. **Tuition Fees and Payment Deadlines:** [Details]

To confirm your acceptance, please sign and return the enclosed acceptance form by [Response Deadline]. Should you have any questions or need further assistance, feel free to contact our admissions office at [Phone Number] or via email at [Email Address].

Congratulations once again on your achievement. We look forward to welcoming you to [School's Name]!

Sincerely,

[Your Name]
[Your Position]
[School's Name]
[School's Contact Information]
Enclosure: Acceptance Form