

[School Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that you have been admitted to [School Name] for the academic year [Year]. Congratulations on your achievement!

Your acceptance into our school is a testament to your hard work and dedication. We are impressed with your application and are excited to welcome you to our school community.

Please find the enclosed enrollment forms and details regarding orientation, which is scheduled for [Date]. Additional information about classes, school supplies, and important dates will be provided during the orientation session.

We look forward to seeing you on [Orientation Date]. If you have any questions, do not hesitate to reach out to our admissions office at [Phone Number] or [Email Address].

Once again, congratulations, and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]