

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

[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Confirmation for [Child's Name]

We are pleased to inform you that [Child's Name] has been accepted for admission into [Grade/Class] at [Your School's Name] for the [School Year/Term].

1. ****Welcome Message****

A brief welcoming note expressing enthusiasm about the child's admission.

2. ****Admission Details****

- Student's Full Name: [Child's Name]
- Date of Birth: [Child's Date of Birth]
- Grade/Class: [Grade/Class]
- Admission Number: [Admission Number]

3. ****Next Steps****

- Registration Date: [Date]
- Required Documents: [List of necessary documents]
- Orientation Schedule: [Date and details about orientation]

4. ****Tuition and Fees****

- Tuition Amount: [Tuition Amount]
- Payment Due Date: [Date]
- Payment Methods: [Details on how to pay]

5. ****Contact Information****

- Admission Office: [Contact Person's Name]
- Phone Number: [Contact Number]
- Email: [Contact Email]

We look forward to welcoming [Child's Name] to our school community and are excited about the journey ahead!

Warm regards,

[Your Name]
[Your Title]
[Your School's Name]
[Signature (if applicable)]