

[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent/Guardian Name]
[Address]
[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are pleased to inform you that your child, [Child's Full Name], has been offered admission to [School Name] for the [Year/Term]. We are excited to welcome your family to our school community, where we strive to provide a nurturing and enriching environment for all our students. Enclosed with this letter, you will find important information regarding the enrollment process, including forms that need to be completed and submitted. Please review the materials carefully and return any required documents by [Due Date].

We invite you to attend an orientation session on [Orientation Date] at [Time] in [Location]. This will be a wonderful opportunity for you and your child to learn more about our programs, meet our staff, and ask any questions you may have.

If you have any questions before the orientation, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

Congratulations once again on your child's admission, and we look forward to a fruitful partnership in their educational journey!

Warm regards,

[Your Name]
[Your Title]
[School Name]