

[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 upcoming academic year [Year].

Your application demonstrated outstanding qualities, and we are excited to welcome you to our [grade level, e.g., "seventh-grade"] class. At [School Name], we pride ourselves on providing a nurturing and intellectually stimulating environment that encourages personal growth and academic excellence.

Please find enclosed important information regarding orientation, registration, and our school policies. We encourage you to attend our orientation session on [Date] at [Time] to learn more about our school community.

Congratulations once again! We look forward to seeing you on campus.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]