

[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]. Congratulations!

Your acceptance is a testament to your hard work and dedication. We believe you will thrive in our supportive and enriching environment.

Please find enclosed important information regarding the enrollment process, orientation dates, and upcoming school events. We encourage you and your family to attend our orientation session on [Orientation Date] at [Time].

Welcome to [School Name]! We are excited to have you join our community.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]