

[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 admitted to [Name of Junior High School] for the academic year [Year]. Congratulations on your achievement!

Your acceptance reflects your hard work and dedication, and we are excited to welcome you to our school community. As a student at [Name of Junior High School], you will have the opportunity to engage in a variety of academic and extracurricular activities that will help you grow and succeed.

Please find enclosed [any relevant documents, e.g., enrollment forms, orientation details, etc.]. We kindly ask that you complete these forms and return them by [submission deadline].

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

Once again, congratulations on your admission! We can't wait to meet you.

Sincerely,

[Your Name]

[Your Title]

[Name of Junior High School]

[School's Contact Information]

[School's Website URL]