

[School Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Congratulations!

On behalf of [School Name], we are pleased to inform you that you have been accepted into the [Grade/Program Name] for the [School Year/Term]. We are excited about the possibility of you joining our school community. Please find enclosed information regarding enrollment, orientation dates, and other important details to help you transition smoothly.

We appreciate your interest in [School Name] and look forward to welcoming you to our school. If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Enrollment Information]