

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations! We are pleased to inform you that you have been accepted for admission to [School Name] for the [Academic Year/Term]. We were impressed with your application and believe you will be a great addition to our school community.

Please find enclosed important information regarding your enrollment, including details about orientation, registration, and required documents. We encourage you to attend our upcoming orientation session on [Date and Time], where you will have the opportunity to meet your fellow classmates and learn more about our programs.

To confirm your acceptance, please sign and return the enclosed enrollment form by [Deadline Date]. If you have any questions or require further assistance, feel free to contact our admissions office at [Phone Number] or [Email Address].

We look forward to welcoming you to [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]