

[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 into [School Name] for the Junior High School program for the [academic year]. Your application showcased your academic abilities and personal qualities, and we are excited to welcome you to our school community.

Please find below important information regarding your admission:

- **School Start Date**: [Start Date]

- **Orientation Date**: [Orientation Date]

- **Required Documents**: [List of any documents to be submitted]

- **Tuition Fees**: [Details regarding tuition fees and payment methods]

We encourage you to confirm your acceptance by [Confirmation Deadline].

You may do so by contacting our admissions office at [Phone Number] or

[Email Address].

Congratulations once again on your acceptance! We look forward to seeing you soon and supporting you on your educational journey.

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]