

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for admission to [Grade/Class] at [School Name] for the academic year [Year].

We believe that [Child's Name] will thrive in our nurturing educational environment and will contribute positively to our school community.

Please find enclosed further information regarding orientation, important dates, and required enrollment forms. We encourage you to complete the enrollment process by [Enrollment Deadline].

Congratulations, and welcome to [School Name]!

Warm regards,

[Your Name]

[Your Title]

[School Name]