

[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],

Subject: Admission Confirmation for [Child's Name]

We are pleased to inform you that your application for admission to [Grade/Class] at [School Name] for the academic year [Year] has been successfully processed. We are delighted to welcome your child, [Child's Name], to our school community.

Your child's enrollment details are as follows:

- Student Name: [Child's Name]
- Grade/Class: [Grade/Class]
- Admission Number: [Admission Number]
- Start Date: [Start Date]

Please complete the attached forms and submit them to our administration office by [Deadline for Forms Submission]. Additionally, we invite you to attend the orientation program on [Orientation Date] at [Time], where you will meet our staff and learn more about our school's policies and programs.

If you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Once again, welcome to [School Name]! We look forward to an exciting and fruitful year ahead.

Sincerely,

[Your Name]

[Your Position]

[School Name]