

[School Letterhead]

[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 admitted to [Grade/Program] at [School Name] for the academic year [Year].

We believe that [Child's Name] will thrive in our nurturing environment and benefit from the diverse opportunities we offer in academics, arts, and sports.

Please find enclosed the enrollment package, which includes important information regarding registration, orientation dates, and necessary forms. We kindly ask you to complete the registration process by [Deadline Date].

Should you have any questions or need further assistance, do not hesitate to contact our admissions office at [Phone Number] or [Email Address]. Congratulations once again! We look forward to welcoming you and [Child's Name] to our school community.

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]