

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Parent/Guardian Name],

We are pleased to inform you that [Child's Name] has been accepted for admission to [School Name] for the [Year/School Term]. We are excited to welcome your family to our kindergarten program, where we foster a love of learning in a nurturing and engaging environment.

Please find the important details regarding your child's admission:

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

****Classroom Assignment:**** [Class/Teacher's Name]

****Orientation Date:**** [Orientation Date & Time]

****Required Documents:**** [List any documents needed, e.g., immunization records, birth certificate, etc.]

To confirm your child's enrollment, please complete the attached acceptance form and return it by [Deadline Date]. For further information or questions, feel free to contact us at [School Phone Number] or [School Email Address].

We look forward to a wonderful year ahead with [Child's Name]! Thank you for choosing [School Name].

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]

[School Website URL]