

[Your Preschool's Name]

[Preschool's Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[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 enrollment in our preschool program for the academic year [Year]. We are excited to welcome your family into our community!

As a part of our program, [Child's Name] will receive a nurturing and enriching environment that encourages learning through play, creativity, and exploration. Our dedicated staff is committed to supporting your child's development and fostering a love of learning.

Please find the following important information regarding enrollment:

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

- ****Orientation Session:**** [Date and Time]

- ****Required Documents:**** [List of Documents]

- ****Tuition Information:**** [Tuition Details and Payment Options]

To confirm your child's enrollment, please sign and return the attached enrollment form by [Deadline Date]. If you have any questions or need further assistance, feel free to reach out to us at [Phone Number] or [Email Address].

We look forward to partnering with you in your child's early education journey!

Warm regards,

[Your Name]

[Your Title]

[Your Preschool's Name]

[Attachment: Enrollment Form]