

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are delighted to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the upcoming kindergarten year. We are excited to welcome your family to our school community. Important details regarding the next steps in the enrollment process are as follows:

1. **\*\*Orientation Session\*\***: Join us on [Date] at [Time] for an orientation session where you will learn more about our curriculum, meet the teachers, and tour the school.
2. **\*\*Enrollment Forms\*\***: Please complete and return the enclosed enrollment forms by [Due Date].
3. **\*\*School Supplies\*\***: A list of required school supplies can be found on our website or is enclosed with this letter.

We believe that this will be an enriching experience for both you and your child. If you have any questions or need assistance, feel free to contact us at [School Phone Number] or [School Email].

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

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]