

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are excited to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the [upcoming school year/2024-2025 school year]. Congratulations on this important milestone! At [School Name], we are dedicated to providing a nurturing environment that promotes learning and growth. As your child embarks on this new journey, we look forward to partnering with you to ensure a successful and joyful experience.

Please find enclosed important information regarding the enrollment process, including orientation dates, required documents, and tuition details.

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

Once again, congratulations on your child's acceptance. We look forward to welcoming you to our school community!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]