

[Your School's 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 accepted into our nursery program for the academic year [Year]. We believe that our nurturing environment will provide the ideal setting for [Child's Name] to learn, grow, and explore.

We invite you to attend an orientation session on [Date] at [Time] where you will receive important information about the upcoming year, meet our dedicated staff, and ask any questions you may have.

Please confirm your acceptance of this offer by [Response Deadline]. We are excited to welcome [Child's Name] to our school community!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]