

[Your School Letterhead]

[School Name]

[School 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 admission to [School Name] for the upcoming academic year. We are excited to welcome your family to our kindergarten program, which will begin on [Start Date].

At [School Name], we strive to create a nurturing and stimulating environment where every child can thrive, learn, and grow. Our dedicated staff is eager to provide your child with a wonderful educational experience filled with exploration and creativity.

Please find enclosed important information regarding the registration process, orientation dates, and important school policies. We encourage you to complete the required paperwork by [Due Date] to secure your child's spot.

We look forward to partnering with you in your child's educational journey. If you have any questions, please do not hesitate to contact us at [Phone Number] or [Email Address].

Congratulations and welcome to [School Name]!

Warm regards,

[Your Name]

[Your Title]

[School Name]