

[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 into our Kindergarten program at [School's Name] for the upcoming school year!

We believe that your child will thrive in our nurturing and engaging environment, and we look forward to supporting their early educational journey.

Please find enclosed important information regarding orientation, registration, and the upcoming school year.

Congratulations once again! If you have any questions, feel free to contact us at [School's Phone Number] or [School's Email Address].

Warm regards,

[Your Name]

[Your Title]

[School's Name]

[School's Contact Information]