

[Your Preschool/Kindergarten Name]  
[Your Preschool/Kindergarten Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]

[Parent/Guardian's Name]  
[Parent/Guardian's Address]  
[City, State, Zip Code]

Dear [Parent/Guardian's Name],  
We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in our Kindergarten program for the [School Year, e.g., 2023-2024].

Program Details:

- Start Date: [Start Date]
- Class Time: [Class Start Time] - [Class End Time]
- Teacher: [Teacher's Name]

Please visit our website or contact our office for additional information regarding the upcoming school year, including supply lists, orientation dates, and any required forms.

We are excited to welcome [Child's Name] to our kindergarten family and look forward to a wonderful year of learning and growth!

Warm regards,

[Your Name]  
[Your Title]  
[Your Preschool/Kindergarten Name]