

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Confirmation for Class [Class/Grade]

We are pleased to inform you that your application for admission to [School Name] for the academic year [Year] has been successful. You have been granted admission to Class [Class/Grade].

Please find the details of your admission below:

- \*\*Student Name:\*\* [Student's Name]
- \*\*Admission Number:\*\* [Admission No.]
- \*\*Class/Grade:\*\* [Class/Grade]
- \*\*Session Commencement Date:\*\* [Start Date]

We request you to complete the following formalities by [Deadline Date]:

1. Payment of fees by [Fee Payment Details]
2. Submission of the necessary documents as per the attached checklist
3. Attend the orientation program on [Orientation Date]

We congratulate you on your admission and look forward to welcoming you to our school community.

Best regards,

[Your Name]

[Your Position]

[School Name]

[School Address]

[Contact Number]

[Email Address]

[Official Seal/Signature if applicable]