

[School Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Admission Confirmation for [Child's Name]

We are pleased to inform you that your child, [Child's Name], has been granted admission to [Class/Grade] at [School Name] for the academic year [Year]. We are excited to welcome your family to our school community.

Please find the important details regarding the admission process below:

1. **\*\*Admission Number\*\***: [Admission Number]

2. **\*\*Reporting Date\*\***: [Date]

3. **\*\*Orientation Date\*\***: [Date]

4. **\*\*Required Documents\*\***:

- Birth Certificate
- Address Proof
- Medical Certificate
- Previous School Records (if applicable)

We encourage you to attend the orientation session where you will receive important information about the school, our curriculum, and meet the teachers and staff.

Should you have any questions or need further information, please do not hesitate to contact us at [School Phone Number] or [School Email Address].

Congratulations once again, and we look forward to seeing [Child's Name] thrive at [School Name].

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Address]

[School Phone Number]

[School Email Address]