

[School Letterhead]

[Date]

[Recipient's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Confirmation for [Child's Name(s)]

We are pleased to inform you that your application for admission to [School Name] for your child(ren), [Child's Name 1] and [Child's Name 2], has been successfully accepted for the academic year [Year].

Key Details:

- Admission Number: [Admission Number(s)]

- Class: [Class/Grade]

- Start Date: [Start Date]

Please find enclosed the admission form and other relevant documents that need to be completed. We kindly request that you submit the completed forms by [Submission Deadline] to secure your child's spot.

We look forward to welcoming your family to our school community. If you have any questions, please feel free to contact us at [School Phone Number] or [School Email Address].

Best regards,

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[School Phone Number]

[School Email Address]

[Enclosures: Admission Form, School Policies, etc.]