

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Guardian's Name]

[Guardian's Address]

[City, State, Zip Code]

Dear [Guardian's Name],

Subject: Admission Confirmation for [Student's Name]

We are pleased to inform you that your application for admission of [Student's Name] to [Grade/Class] at [School Name] for the academic year [Year] has been successful.

**\*\*Details of Admission\*\*:**

- **\*\*Student's Name\*\*:** [Student's Name]

- **\*\*Class/Grade\*\*:** [Grade/Class]

- **\*\*Admission Number\*\*:** [Admission Number]

We invite you to attend an orientation meeting on [Date] at [Time], where you will receive important information about the school, curriculum, and other necessary details.

Kindly complete the admission formalities by submitting the required documents and fees by [Deadline].

Thank you for choosing [School Name]. We look forward to welcoming [Student's Name] to our school community.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Signature (if sending a hard copy)]