

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for admission to [School Name] for the [Academic Year/Term] in the [Grade/Class] program. Your application stood out among many, showcasing your talents and dedication. We believe that you will be a valuable addition to our school community.

Please find enclosed further details regarding the enrollment process, important dates, and required documents. We encourage you to confirm your acceptance by [Deadline Date] to secure your place.

Congratulations once again on your achievement. We look forward to welcoming you to [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]