

[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 admitted to [School/Program Name] for the academic year [Year]. After careful consideration of your application, we believe you will be a valuable addition to our community.

Details of your admission are as follows:

- **\*\*Program\*\***: [Name of Program/Grade]
- **\*\*Start Date\*\***: [Start Date]
- **\*\*Orientation Date\*\***: [Orientation Date]
- **\*\*Documents Required\*\***: [List of Documents]

Please confirm your acceptance of this offer by [Acceptance Deadline]. We look forward to welcoming you to [School Name].

Congratulations once again on your achievement!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]

[School Website]

[Optional: School Logo]