

[Your School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations! We are pleased to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the academic year [Year].

At [School Name], we are committed to providing a nurturing and stimulating environment that fosters the growth and development of each student. We believe that [Child's Name] will thrive as a member of our community.

Enclosed with this letter are the details regarding enrollment procedures, including important dates and required documentation. Please ensure that all necessary forms are completed and returned to our office by [Submission Deadline].

Should you have any questions or need further assistance, please do not hesitate to contact our admissions office at [Phone Number] or [Email Address].

We are excited to welcome [Child's Name] to our school family and look forward to a wonderful journey together!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]