

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Subject: Admission Confirmation for [Child's Name]

Dear [Admission Officer's Name or Principal's Name],

I am writing to formally confirm the admission of my child, [Child's Full Name], into [Grade/Class] at [School Name] for the academic year [Year].

We are grateful for the opportunity extended to our family and are excited for [Child's Name] to be part of the [School Name] community.

Please let us know the next steps and any required documentation or orientation details that we need to complete before the school year begins.

Thank you once again for this opportunity. We look forward to a fruitful and enriching experience at [School Name].

Sincerely,

[Your Name]  
[Your Relationship to Child]  
[Your Signature (if sending a hard copy)]