

[Your School/Organization 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 into the

[Grade/Class Name] at [School Name] for the academic year [Year].

Your application stood out to our admissions team, and we are excited about the potential contributions you will bring to our school community.

Please find enclosed additional information regarding the enrollment process, orientation details, and important dates. We kindly ask you to confirm your acceptance by [Deadline].

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

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]

[School Website URL]

Enclosure: [List of enclosed documents, if any]