

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Enrollment Confirmation for New Students

We are pleased to inform you that your application for enrollment at [School Name] for the [Academic Year/Term] has been successfully processed. We are excited to welcome your child, [Child's Name], to our school community!

Please find the details of the enrollment below:

- \*\*Student Name:\*\* [Child's Name]
- \*\*Grade/Class:\*\* [Grade/Class]
- \*\*Enrollment Start Date:\*\* [Start Date]
- \*\*Parent/Guardian Name:\*\* [Parent/Guardian Name]
- \*\*Contact Information:\*\* [Phone Number, Email Address]

To complete the enrollment process, please make sure to submit any necessary documentation (such as birth certificate, immunization records, etc.) by [Submission Deadline]. We also encourage you to attend our upcoming orientation session on [Orientation Date] at [Time/Location], where you will have the opportunity to meet teachers and staff, tour the school, and ask any questions you may have.

Should you have any questions or require further assistance, please do not hesitate to contact us at [School Phone Number] or [School Email Address].

We look forward to seeing you soon and are excited to support your child's educational journey at [School Name]!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[School Phone Number]

[School Email Address]