

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: KV Enrollment Notification

We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in [Class/Grade] at [School Name] for the academic year [Year].

Enclosed with this letter are important details regarding the orientation session, school calendar, and required documents for the upcoming term.

Orientation Date: [Date]

Time: [Time]

Location: [School Address or Venue]

Please ensure that you bring the following documents to the orientation:

- Copy of Birth Certificate
- Previous Academic Records
- Proof of Residence

We are excited to have [Child's Name] join our school community and look forward to a successful year ahead.

If you have any questions, please do not hesitate to contact us at [Phone Number] or [Email Address].

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]

[Enclosures: Orientation Details, School Calendar, Document List]