

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, Province, Postal Code]

Dear [Parent/Guardian's Name],

RE: NOTIFICATION OF ACCEPTANCE

We are pleased to inform you that [Student's Name] has been accepted to [Grade/Class] at [School Name] for the [Academic Year].

We believe that [Student's Name] will thrive in our academic environment and we look forward to welcoming them to our school community.

Please find attached important information regarding enrollment procedures, school policies, and orientation dates.

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

Congratulations and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]

[School Phone Number]

[School Email Address]