

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the [School Year] Kindergarten program.

This decision is a testament to your child's readiness for the exciting and enriching experiences that await them in our kindergarten class.

As part of our welcoming process, we invite you to attend an orientation session on [Date] at [Time]. This will provide you with an opportunity to learn more about our curriculum, meet our dedicated staff, and ask any questions you may have.

Please find enclosed the enrollment forms and additional information regarding the upcoming school year. We kindly ask that you complete and return the forms by [Due Date].

Thank you for choosing [School Name] for your child's education. We look forward to a wonderful year ahead!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]