

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office]
[Preschool Name]
[Preschool Address]
[City, State, Zip Code]

Dear [Admission Officer's Name],

I am writing to formally accept the offer of admission for my child, [Child's Name], to [Preschool Name] for the [upcoming school year, e.g., 2024-2025 academic year]. We are delighted to have the opportunity for [Child's Name] to join your esteemed preschool community.

We appreciate the nurturing environment and engaging curriculum that [Preschool Name] offers, and we are confident that this will provide an excellent foundation for [Child's Name]'s educational journey.

Please find attached the required forms and the deposit payment as instructed in your admission packet. If there are any additional steps we need to complete before the start date, please let us know.

Thank you once again for this wonderful opportunity. We look forward to meeting the teachers and staff and starting this exciting new chapter for [Child's Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]