

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent/Guardian's Name]

[Parent/Guardian's Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Enrollment Confirmation for [Student's Name]

We are pleased to inform you that your child, [Student's Name], has been successfully enrolled at [School Name] for the [academic year/semester] starting on [start date].

Details of Enrollment:

- Grade Level: [Grade]

- Enrollment Date: [Enrollment Date]

- Student ID: [Student ID Number]

We would like to welcome your family to our school community. Please find attached important information regarding the upcoming school year, including orientation dates, supply lists, and school policies.

Should you have any questions or need further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you, and we look forward to a great year ahead!

Sincerely,

[Your Name]

[Your Position]

[School Name]