

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are delighted to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the upcoming academic year [Year].

At [School Name], we are committed to providing a nurturing and stimulating environment that fosters both academic and personal growth. We believe that [Child's Name] will thrive in our community and contribute positively to our school culture.

Please find enclosed the necessary forms and information regarding enrollment, orientation dates, and any other requirements needed for the beginning of the school year.

We look forward to welcoming [Child's Name] to our school family. Should you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Congratulations once again!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]