

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally accept the offer of admission for my child,
[Child's Name], to [School's Name] for the [specific grade/year, e.g.,
2023-2024 academic year]. We are thrilled at the opportunity for
[him/her/them] to join your esteemed institution.

[Optional: A brief sentence expressing why you chose the school, e.g.,
"We believe that [School's Name] will provide an excellent environment
for [Child's Name] to grow academically and socially."]

Please let me know if there are any further steps we need to take to
complete the enrollment process. We look forward to being a part of the
[School's Name] community.

Thank you for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]