

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for admission to [School's Name] for the [academic year/term]. We believe that [Child's Name] will thrive in our nurturing environment and make valuable contributions to our school community.

Please find enclosed the necessary forms and information regarding enrollment, tuition, and orientation. We encourage you to complete the enrollment process by [enrollment deadline].

Should you have any questions, feel free to reach out to us at [school's contact information].

Congratulations once again! We look forward to welcoming [Child's Name] to [School's Name].

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[Phone Number]

[Email Address]