

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

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

This decision was made based on [brief reasoning if desired, e.g., application review, interview performance, etc.]. We are excited to welcome [Child's Name] to our school community and are confident they will thrive in our nurturing environment.

Please find enclosed the necessary documents to complete the enrollment process. We kindly ask that you return these forms by [Enrollment Deadline].

We look forward to having you as part of our school family. Should you have any questions, feel free to contact us at [Phone Number] or [Email Address].

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[School Name]