

[School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into [School Name] for the [upcoming academic year/starting date]. We were impressed by your application and the enthusiasm you demonstrated throughout the process.

As a student at [School Name], you will have the opportunity to engage in a variety of academic and extracurricular activities that will help you grow and thrive during your junior high school years.

Please find enclosed important information regarding enrollment, orientation, and the upcoming school year. We encourage you to complete the necessary forms and return them by [specific date].

Congratulations once again on your acceptance! We look forward to welcoming you to our school community.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]