

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for enrollment at [School Name] for the [specific academic year] has been successful. We welcome you to our junior high school community.

Please find below the details of your confirmation:

- Student Name: [Student's Name]
- Grade: [Grade Level]
- Start Date: [Start Date]
- Orientation Date: [Orientation Date]

We look forward to seeing you at orientation, where you will have the opportunity to meet your teachers, fellow classmates, and learn more about our school programs.

If you have any questions or require further information, please feel free to contact our office at [School Phone Number] or [School Email Address].

Congratulations once again, and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]