

[Your School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in the [specific program/grade] at [School Name] for the [academic year/semester].

Here are the details of the enrollment:

- Student Name: [Child's Full Name]
- Grade Level: [Grade Level]
- Program: [Program Name, if applicable]
- Start Date: [Start Date]
- Orientation Date: [Orientation Date, if applicable]

Please find enclosed [any necessary documents, such as enrollment forms, school policies, etc.]. We encourage you to review them and reach out if you have any questions or need further assistance.

Thank you for choosing [School Name]. We look forward to welcoming your family into our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[School Website]