

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into
[Program/Grade] at [School Name] for the [Academic Year/Term]. We were
impressed by your application, and we believe you will be a valuable
addition to our school community.

Please find attached details about enrollment procedures, important
dates, and the orientation schedule. We encourage you to respond by
[Response Deadline] to confirm your acceptance.

Congratulations once again, and we look forward to welcoming you to
[School Name]!

Warm regards,

[Your Name]
[Your Title]
[School Name]
[Contact Information]