

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Admissions Office]
[School Name]
[School Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm the admission of [Student's Name] to [School Name] for the [Academic Year/Term]. We appreciate your consideration and are thrilled to accept this opportunity.

[Optional: Brief expression of gratitude or reasons for choosing the school.]

Please find attached/linked any required documents as per the admission guidelines.

We look forward to [mention any upcoming events, orientations, or preparations].

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]

[Optional: Any additional contact information]