[Your School's Letterhead]
[School Name]
[School Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Verification of Admission
We are writing to confirm the admission status of [Student's Full Name], who has applied for the [Grade/Class Name] for the [Academic Year].
Details of the Student:
- Full Name: [Student's Full Name]
- Date of Birth: [Student's Date of Birth]
- Admission Application Number: [Application Number]
- Date of Admission: [Admission Date]
This letter serves to verify that [Student's Full Name] has been successfully admitted and is expected to commence classes on [Start Date].
Please feel free to contact us at [Phone Number] or [Email Address] should you require any further information.
Sincerely,
[Your Name]
[Your Position]
[School Name]