

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

Dear Parents,

We are pleased to inform you that your child, [Child's Full Name], has been successfully enrolled in the [specific program or grade] for the [academic year/term]. We are excited to welcome them to our community and look forward to a productive and enriching experience.

Please find enclosed important information regarding the enrollment process, including details about orientation, necessary paperwork, and upcoming events.

Should you have any questions or require further assistance, do not hesitate to contact us at [school phone number] or [school email address].

Thank you for your support, and we look forward to collaborating with you in your child's education.

Sincerely,

[Your Name]
[Your Position]
[School Name]