

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Enrollment Confirmation for JYP Program

We are pleased to inform you that your application for enrollment in the JYP program at [School Name] has been successfully processed.

Student Name: [Student's Full Name]

Enrollment Date: [Start Date]

Program Duration: [Duration of Program]

As a participant in the JYP program, [Student's Name] will have the opportunity to engage in [briefly mention key activities or benefits of the program].

Please find attached/enclosed the necessary documents and information for your records. Should you have any questions or require further assistance, do not hesitate to contact us at [contact information].

We look forward to welcoming [Student's Name] to our program!

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Position]