

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations!

We are pleased to inform you that you have been accepted for admission to [School's Name] for the [academic year/term]. Your application stood out among many, and we believe you will make a positive contribution to our school community.

Please review the enclosed materials for important information regarding enrollment procedures, orientation dates, and necessary documentation.

We look forward to welcoming you to [School's Name]!

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[School's Contact Information]

[School's Website]