

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

Dear [Admissions Office/Principal's Name],

Subject: Admission Confirmation for [Student's Name]

I am writing to formally confirm the admission of my child, [Student's Name], to [Grade/Program Name] at [School Name] for the academic year [Year].

We are thrilled to accept the offer of admission and look forward to the beginning of this exciting new chapter for [Student's Name].

Please let us know if there are any additional steps we need to complete or documents required before the start of the school year.

Thank you for this opportunity. We are eager to be part of the [School Name] community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]