

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been admitted to [School Name] for the academic year [Year/Term]. Your application stood out among many, and we are excited to welcome you to our community.

Please find enclosed information regarding enrollment procedures, orientation dates, and other important details. We encourage you to complete the enrollment process by [Enrollment Deadline].

If you have any questions or need further assistance, please do not hesitate to contact our admissions office at [Phone Number] or [Email Address].

Congratulations once again, and we look forward to having you join us!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[Phone Number]

[Email Address]