

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

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

Dear [Recipient's Name],

I am writing to confirm the enrollment of [Child's Name] in
[Program/School Name] for the [2023-2024] academic year. We are excited
to have [him/her/them] as part of our community.

[Child's Name] is set to start on [Start Date] and will be in
[Grade/Class]. Please find attached any required documents for your
records.

If you have any questions or need further information, do not hesitate to
contact me.

Thank you for your attention. We look forward to a great year ahead!

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]