

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

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

Dear [Recipient's Name],

I am writing to confirm the enrollment of my child, [Child's Name], at YJ School for the [specific academic year/term]. We are excited about the opportunity for [him/her/them] to join the YJ community.

Please find the necessary documents attached as per your requirements. If there are any further steps we need to complete or additional information needed, please let me know.

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

Sincerely,

[Your Name]
[Your Relationship to the Child]
[Signature (if sending a hard copy)]