

[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 accepted for admission to [High School Name] for the [school year, e.g., 2024-2025 academic year]. Congratulations on this achievement!

This decision is a testament to your hard work and dedication throughout your academic journey. At [High School Name], we are committed to providing a challenging and supportive environment where students can thrive academically, socially, and personally.

Enclosed with this letter, you will find important information regarding enrollment procedures, orientation dates, and other essential details to help you prepare for your transition to high school. We encourage you to review these materials carefully.

Please confirm your acceptance of this offer by [deadline for acceptance]. If you have any questions or need assistance, feel free to reach out to our admissions office at [contact information].

Welcome to the [High School Name] family! We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[High School Name]

[Contact Information]