

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are pleased to inform you that your child, [Child's Name], has been accepted for admission to [School Name] for the [academic year/season]. We believe that [he/she/they] will be a valuable addition to our school community and are excited to support [his/her/their] educational journey. Please find enclosed further details regarding registration, orientation, and the upcoming school year. We encourage you to attend our orientation session on [date] at [time].

If you have any questions, please do not hesitate to contact our admissions office at [phone number] or [email address].

Congratulations once again, and welcome to [School Name]!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]