

[Your School's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been admitted to [School's Name] for the [academic year/semester]. Congratulations on your achievement!

Your acceptance is a testament to your hard work and dedication. To secure your place, please complete the admission process by [specific date].

Enclosed you will find the necessary forms and information regarding orientation, tuition, and other important details.

We look forward to welcoming you to our school community!

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[Contact Information]