

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: School Admission Confirmation for Transfer Students

We are pleased to inform you that your application for transfer to [School Name] has been successful. We welcome you to our school community for the [academic year/semester] beginning [start date].

As a transfer student, you are required to complete the following steps before your admission is finalized:

1. ****Enrollment Forms****: Please complete and return the attached enrollment forms by [due date].

2. ****Transcripts****: Submit your official transcripts from your previous school to ensure a smooth transfer of your academic records.

3. ****Orientation****: Attend our new student orientation scheduled for [date] at [time]. This will provide you with important information about school policies and procedures.

4. ****Meet Your Counselor****: We encourage you to schedule a meeting with your assigned school counselor to discuss your academic and personal goals.

We are excited to have you join our school and look forward to supporting you in your educational journey. Should you have any questions, please do not hesitate to reach out to our admissions office at [phone number] or [email address].

Congratulations once again on your acceptance!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]

[School Website]