July 10, 2017

Dear Mr. and Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for your recent application to enroll\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. We are excited about the prospect of serving your child and family. The admissions committee has met to review the data on your student. We would like to offer your student a space in this year's \_\_\_\_\_\_ grade class.

In Christ Jesus,

Name of Principal  
Principal