July 10, 2017

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

Thank you for your recent application to enroll\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. This year the school is limiting the number new incoming students to those students with Individual Education Plans indicating speech and language services only.  As a small private school we have a limited continuum of services we are able to provide at this time. Unfortunately, we will be unable to offer your student a space in this year's \_\_\_\_\_\_ grade class. I would encourage you to continue to seek another school of your choice for the fall. I wish you the best in your future endeavors.

In Christ Jesus,

Name of Principal  
Principal