

Admission Letter

Green Valley Junior School

P.O. Box 12345

Nairobi, Kenya

Phone: +254 712 345678

Date: 2024-11-11

Admission Letter

Dear Jane A. Mwangi,

Congratulations! We are pleased to inform you of your admission to Green Valley Junior School for the academic year 2025. You have been placed in **Grade 9**, and we look forward to helping you grow academically and personally.

Admission Details:

- **Student Name:** Jane A. Mwangi
- **Grade:** 9
- **Admission Number:** GVJS-2025-0123
- **Reporting Date:** January 10, 2025

Please bring the following documents on your first day:

- Birth certificate copy
- Recent passport-size photos
- Previous school report card (if applicable)

We look forward to welcoming you to Green Valley Junior School.

Yours sincerely,

Principal's Name

Principal, Green Valley Junior School