

ADMISSION APPROVAL LETTER

Date: September 19, 2025

Dear John Doe,

We are pleased to inform you that after careful consideration of your child's application, we are delighted to offer admission to **Jane Doe** for the **2024/2025** academic year.

ADMISSION APPROVED

Application Details

Student Name:	Jane Doe
Application Number:	APP-2024-001
Level:	Senior High School
Class:	Grade 11
Programme:	General Arts
School Type:	Public

Next Steps for Enrollment:

1. Contact the school office within **7 days** to confirm your acceptance of this offer
2. Submit the following required documents:
 - Original birth certificate
 - Previous school reports/transcripts
 - Two recent passport photographs
 - Medical certificate (if required)
3. Complete the enrollment form and pay the required fees
4. Attend the orientation session (date and time will be communicated)

Important Information:

- This admission is valid for the **2024/2025** academic year only
- Failure to complete enrollment within 7 days may result in forfeiture of this admission
- Please bring this letter when visiting the school office
- All fees must be paid before the commencement of classes

We look forward to welcoming your child to our school community and supporting their educational journey. Our dedicated staff is committed to providing quality education and fostering academic excellence.

Congratulations on this achievement!

The Admissions Committee
Test School

This is an official admission letter. Please keep it safe for your records.

For inquiries, please contact the school office directly.