

School Name

Address Line 1

Address Line 2

Email: contact@school.com

Phone: (123) 456-7890

Date: [Insert Date]

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[Recipient Email]

Subject: Acknowledgment of Admission Application

Dear [Recipient Name],

We are pleased to inform you that we have received your application for admission to [School Name] as an international student. Your application was submitted on [Application Date], and we appreciate the time and effort you put into the process.

Your application is currently under review, and we will notify you of our decision by [Notification Date]. We encourage you to check your email regularly for updates regarding your application status.

If you have any questions or require further assistance, please feel free to reach out to our admissions office at [Admissions Email] or call us at [Admissions Phone Number].

Thank you for considering [School Name] as your educational destination. We look forward to the possibility of welcoming you to our school community.

Sincerely,

[Your Name]

[Your Title]

[School Name] Admissions Office