

Enrollment Warning Notification

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you about an important matter regarding your child's enrollment at [School Name].

As of [Date], we have noticed that your child, [Child's Name], has not completed the required enrollment paperwork for the upcoming school year. It is crucial that these documents are submitted by [Deadline Date] to ensure uninterrupted enrollment and participation in classes.

Please take a moment to review your enrollment status and provide any outstanding information. If you have already submitted the necessary documents, please disregard this warning.

Should you have any questions or require assistance, feel free to contact us at [School Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[School Address]
[Contact Information]