

Student Transfer Acceptance Notice

Date: [Insert Date]

[Your School Name]

[School Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that your application for mid-term enrollment at [Your School Name] has been accepted. We look forward to welcoming you to our school community.

Your start date is scheduled for [Insert Start Date]. Please report to the administration office at [Insert Time] on your first day for orientation and registration processes.

Included with this letter are important documents regarding your schedule, necessary supplies, and contact information for your assigned advisor.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Welcome to [Your School Name]! We are excited for you to join us.

Sincerely,

[Your Name]

[Your Position]

[Your School Name]