Provisional Acceptance Letter

Subject: Provisional Acceptance of [Childâ€™s Name]

Dear [Parent/Guardian Name],

We are pleased to provisionally accept [Childâ€™s Name] into [Grade/Class] at [School Name] pending submission of the required documentation. Please submit all necessary records by [Deadline Date] to confirm enrollment.

Once all requirements are met, we will issue the formal acceptance letter. We look forward to welcoming your child to our school community.

Sincerely,

[Admissions Officer Name]

[School Name]

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