

Preliminary and Provisional Confirmation Letter

Dear [Parent/Guardian Name],

This letter is to provisionally confirm the enrollment of [Student Name] at [School Name], pending the submission of outstanding documents.

Please provide the required documentation by [Deadline] to secure permanent enrollment.

Thank you for choosing our school. We look forward to welcoming [Student Name] soon.

Sincerely,

[School Administrator Name]

[School Name]

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