To

[The Recipient Name]

Dear Sir/Ma’am,

We are the parents of Linda McCoy, a 5th-grade student who just got enrolled in your esteemed institution. We are pleased to have this opportunity to write this note of gratitude to you at this promising moment for our family.

Our daughter, Linda McCoy, is a gifted child with invaluable abilities and talents. We had her enrolled in a public school nearby our area for her primary schooling as we considered it a quality institution. Nevertheless, to our utmost disappointment, she was not regarded the way she should have been.

We understand the limitations the public schools have in multiple contexts, and therefore we decided it to be in the best interests of Linda to take her out and get her admitted to an institution where her potential is reckoned and groomed

After much thorough research, we determined to try your school as it is a well-reputed organization most illustrious for its concentration on the student's needs and requirements. We realized your student-centered approach to teaching would only be the best choice for our daughter.

It came as a pleasant surprise to us as we contacted your school that the administration and entire staff were quite friendly and polite in their conduct with their prospective students. The whole admission process went quite smoothly with their cooperation and assistance.

We are much happy and content with our choice and hope to see our daughter shine brightly at your institute. Thank you for your help and support throughout.

Sincerely.

[NAME]  
[COMPANY]