

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[College/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted for admission to [College/University Name] for the [Fall/Spring Year] semester. Your application stood out among a competitive pool of candidates, and we are excited to welcome you to our academic community.

Your impressive academic record, extracurricular involvement, and personal achievements have made a strong impression on our admissions committee. We believe you will make significant contributions to our campus and take full advantage of the educational opportunities we have to offer.

Please find enclosed further details regarding your admission, including information on how to confirm your acceptance, financial aid options, and registration for orientation. We encourage you to respond by [Response Deadline] to secure your place in the upcoming academic year.

Congratulations once again on your acceptance! We look forward to seeing you on campus and wish you the best as you prepare for this exciting chapter of your life.

Sincerely,

[Your Name]
[Your Title/Position]
[College/University Name]