

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[University Name]  
[Office of Admissions]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],  
I am pleased to inform you that you have been accepted for enrollment at  
[University Name] for the [Fall/Spring] semester of [Year].

Congratulations on this outstanding achievement!

We were impressed by your academic accomplishments, extracurricular  
involvement, and unique personal experiences. Your commitment to  
excellence and passion for [Field of Study] will greatly contribute to  
our university community.

Please review the enclosed materials for important information regarding  
your enrollment process, including details about accepting your offer,  
housing, orientation, and registration for classes. You will find  
deadlines and guidance to ensure a smooth transition to [University  
Name].

To confirm your acceptance, please sign and return the enclosed  
acceptance form by [Deadline Date]. If you have any questions, do not  
hesitate to reach out to the admissions office at [Contact Information].  
We look forward to welcoming you to [University Name] and supporting you  
in your academic journey.

Warm regards,

[Your Name]  
[Your Title]  
[University Name]  
[Office of Admissions]  
[Contact Information]