

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [specific program or position] at [Institution/Organization Name] for the [term/year]. After careful consideration of your application, we believe that your background and experience will contribute significantly to our community.

We are excited to welcome you and look forward to seeing your contributions to [specific program, research, or project]. Please find enclosed further details regarding enrollment, orientation, and any necessary steps to finalize your acceptance.

Congratulations on this achievement! Should you have any questions, feel free to reach out.

Best regards,

[Your Name]  
[Your Title]  
[Institution/Organization Name]