

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

Dear [Recipient Name],

We are pleased to inform you that your application for [Program/Position Name] has been accepted. After careful consideration, we were impressed with your qualifications and believe you will be a valuable addition to our [team/community/program].

Details regarding the next steps and any necessary documentation will follow shortly. We request that you confirm your acceptance by [deadline date].

We look forward to welcoming you to [Organization/Program Name]. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]