

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the Chartered Financial Analyst (CFA) program for the [year/term]. Your application demonstrated exceptional commitment and readiness to advance your career in finance, and we are excited to have you on board.

The CFA program is designed to equip you with the knowledge and skills necessary to excel in the investment industry. Your journey will include a comprehensive curriculum that emphasizes ethical and professional standards, which are essential in today's financial environment.

Please find enclosed further details regarding enrollment, course materials, and important dates. We encourage you to complete your registration by [registration deadline] to ensure your place in the program.

Once again, congratulations on your acceptance! We look forward to supporting you as you pursue this prestigious qualification.

Best regards,

[Your Name]  
[Your Title]  
[Institution/Organization Name]  
[Phone Number]  
[Email Address]