

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

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [Program Name] at Georgia Career and Technical College (CGTC) for the [Term, Year]. We were impressed by your application and believe you will be a valuable addition to our academic community.

Your official acceptance is contingent upon the completion of any outstanding documents and your adherence to our enrollment requirements. Please review the enclosed materials for important information regarding registration, orientation, and financial aid options.

We invite you to confirm your acceptance by [Deadline Date]. You may do so by accessing your student portal or contacting our admissions office directly.

Congratulations once again on your acceptance! We look forward to welcoming you to CGTC.

Sincerely,

[Your Name]
[Your Title]
[College/Institution Name]
[Contact Information]