

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [Program/Position Name] has been accepted. We were impressed by your qualifications and believe you will be a great addition to our [team/program].

Please find the details of your acceptance below:

- **\*\*Program/Position Title:\*\*** [Title]
- **\*\*Start Date:\*\*** [Start Date]
- **\*\*Location:\*\*** [Location]
- **\*\*Additional Information:\*\*** [Any necessary information or instructions]

To confirm your acceptance, please sign and return this letter by [Response Deadline].

We look forward to welcoming you and are excited about the contributions you will make.

Sincerely,

[Your Name]  
[Your Title]  
[Company/Organization Name]