

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

Dear [Recipient Name],

I am pleased to inform you that your application has been accepted. We are excited to have you join our [program/team/organization] and look forward to your contributions.

[Optional: Briefly mention any important details such as start date, orientation, or next steps.]

Please do not hesitate to reach out if you have any questions or need further information.

Congratulations once again!

Sincerely,

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