

[Your College/University Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that we have received your enrollment application for the [specific program/degree] at [College/University Name]. We appreciate your interest in joining our academic community. Your application is currently under review, and we will notify you of our decision by [date]. If admitted, you will receive further instructions regarding the enrollment process.

Thank you for choosing [College/University Name] as your educational institution. If you have any questions, please do not hesitate to contact our admissions office at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Title]

[College/University Name]

[Contact Information]