

[College Name]  
[Office of Admissions]  
[Street Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Congratulations! We are pleased to inform you that you have been accepted for enrollment at [College Name] for the [Fall/Spring] [Year] semester. Your hard work and dedication have earned you a place in our esteemed institution and we are excited to welcome you to our campus community. To secure your spot, please follow these steps:

1. Confirm your acceptance by submitting the enclosed acceptance form by [Deadline Date].
2. Pay the enrollment deposit of [Amount] by [Deadline Date].
3. Review the attached information regarding orientation, course registration, and housing options.

We encourage you to explore our website for additional resources, and feel free to reach out to the Office of Admissions at [Phone Number] or [Email Address] if you have any questions.

Once again, congratulations on your acceptance! We look forward to seeing you at [College Name].

Best regards,

[Your Name]  
[Your Title]  
[College Name]