

[Your College/University Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for enrollment at [College/University Name] for the [Term/Year]. Congratulations on your achievement!

Please find enclosed your acceptance packet which includes important information regarding your enrollment process, financial aid options, and orientation schedules. To confirm your enrollment, please complete and return the enclosed enrollment form by [Deadline Date].

We look forward to welcoming you to our campus community. Should you have any questions, please do not hesitate to reach out to our admissions office at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title]

[College/University Name]

[Phone Number]

[Email Address]