

[Your College/University Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations! On behalf of the [College/University Name] admissions committee, I am thrilled to inform you that you have been accepted for admission to the [specific program or school] for the [year/semester]. We were impressed by your academic achievements, [mention any specific accomplishments or attributes], and believe you will make a valuable addition to our community. As a member of [College/University Name], you will have access to [mention unique programs, resources, and opportunities].

Please find enclosed your acceptance packet, which includes information about enrollment, orientation, and important deadlines. We encourage you to visit our campus and meet with faculty and current students to learn more about the vibrant community that awaits you.

We look forward to welcoming you to [College/University Name] and are excited about your future with us!

Warm regards,

[Your Name]

[Your Title]

[College/University Name]

[Contact Information]

[Website URL]

Enclosure: Acceptance Packet