

[Your College/University Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Congratulations! We are pleased to inform you that you have been accepted to [College/University Name] for the [Term/Year]. Your hard work and dedication have truly set you apart.

Please find enclosed details about enrollment, important deadlines, and orientation information. We look forward to welcoming you to our campus community.

Warm regards,

[Your Name]

[Your Title]

[College/University Name]

[Contact Information]

[Website URL]