

[Your College/University's Name]
[Department/Office of Admissions]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 admission to [Program/Degree] for the [Term/Year] at [College/University's Name].

Congratulations on your achievement! Your hard work and dedication have earned you a place among an exceptional group of students.

Enclosed with this letter are important details regarding your enrollment, including [information on orientation, registration, financial aid, etc.]. Please carefully review these materials and adhere to the instructions provided to secure your spot.

We look forward to welcoming you to our campus community. Should you have any questions or need further assistance, please do not hesitate to contact us.

Once again, congratulations on your acceptance to [College/University's Name]!

Sincerely,

[Your Name]

[Your Title]

[College/University's Name]