

[Your College/University Name]

[Office of Admissions]

[Address]

[City, State, Zip Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been accepted to [College/University Name] for the [Fall/Spring] [Year] semester. Your [academic achievements/personal qualities] have impressed us, and we are excited to welcome you to our campus community.

Please find enclosed details regarding your acceptance, including information on orientation, housing, and financial aid. We encourage you to confirm your acceptance by [date] and look forward to supporting you as you embark on your academic journey.

Congratulations once again! We hope to see you soon at [College/University Name].

Sincerely,

[Your Name]

[Your Title]

[College/University Name]

[Contact Information]