

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [specific program/role] at [Institution/Organization Name] for the [specific term/semester]. Your application stood out among many candidates, and we believe that you will contribute positively to our community.

Details of your acceptance are as follows:

- Program Name: [Program Name]
- Start Date: [Start Date]
- Duration: [Duration]

Please review the enclosed information regarding enrollment procedures, important dates, and other necessary documentation.

We are excited to welcome you to [Institution/Organization Name] and look forward to seeing you thrive in your new role.

Congratulations once again!

Sincerely,

[Your Name]  
[Your Title]  
[Institution/Organization Name]  
[Contact Information]