

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
Fox Valley Technical College
1825 N. Bluemound Dr.
Appleton, WI 54912

Dear [Your Name],
Congratulations! We are pleased to inform you that you have been accepted into [Program Name] at Fox Valley Technical College for the [Term/Year]. Your commitment to advancing your education and skills aligns perfectly with our mission to empower students and prepare them for successful careers.

Please find enclosed important information regarding enrollment, orientation, and next steps. We encourage you to confirm your acceptance by [Date] to secure your place in the program.

Welcome to the FVTC community, and we look forward to seeing you soon!

Sincerely,
[Your Name]
[Your Title]

Fox Valley Technical College
[Contact Information]

Enclosure: [List any enclosed documents]