

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

[Date]  
[Recipient Name]  
[Title]

Fox Valley Technical College  
[College Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted for admission to Fox Valley Technical College for the [specific term, e.g., Fall 2024] semester. Your application to the [specific program, e.g., Nursing, Culinary Arts] has demonstrated your dedication and potential to succeed in your chosen field.

Enclosed with this letter are important details regarding your enrollment, including registration instructions, orientation schedules, and financial aid options. Please review these documents thoroughly. Should you have any questions or require further assistance, do not hesitate to contact our admissions office at [phone number] or [email address].

Congratulations on your acceptance! We look forward to welcoming you to the Fox Valley Technical College community.

Sincerely,  
[Your Name]  
[Your Title]

Fox Valley Technical College