

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

Fort Valley State University
1005 State University Drive
Fort Valley, GA 31030

Dear [Recipient's Name],

Congratulations! On behalf of Fort Valley State University, I am delighted to inform you that you have been admitted to our [Program Name] for the [Fall/Spring] [Year] semester. Your academic achievements and commitment to excellence have made you a standout candidate.

We are excited to welcome you to our vibrant campus community where you will have the opportunity to grow both personally and academically. Below, you will find important details regarding your admission and steps to secure your place:

1. ****Acceptance****: Please confirm your acceptance of this offer by [Date].

2. ****Enrollment Deposit****: To reserve your spot, a non-refundable enrollment deposit of [Amount] is due by [Date].

3. ****Orientation****: We invite you to attend the new student orientation on [Date], where you will learn more about university resources, meet fellow students, and prepare for your first semester.

We encourage you to visit our website at [Website URL] for more information about the next steps, financial aid opportunities, housing options, and registration details.

Once again, congratulations on your acceptance! We look forward to seeing you at Fort Valley State University.

Best regards,

[Your Name]
[Your Title]

Fort Valley State University
[Your Contact Information]