

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
Flathead Valley Community College
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am thrilled to inform you that you have been accepted to Flathead Valley Community College for the [Fall/Spring] [Year] semester. Congratulations on your achievement!

We are excited to welcome you to our community and look forward to supporting you on your academic journey. Please review the enclosed materials for important information about registration, orientation, and resources available to you.

If you have any questions or require further assistance, do not hesitate to reach out.

Congratulations once again, and we look forward to seeing you on campus!
Best regards,

[Your Name]
[Your Title]
Flathead Valley Community College