

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance Letter for [Program/Position Name]

I am pleased to inform you that you have been accepted to [Program/Position Name] at [Institution/Organization Name] for the [academic year/term]. Your application was carefully reviewed, and we were impressed by your qualifications and accomplishments.

Details of your acceptance are as follows:

- ****Program/Position:**** [Program/Position Name]
- ****Start Date:**** [Start Date]
- ****Duration:**** [Duration]
- ****Tuition/Salary (if applicable):**** [Tuition/Salary Details]

Please confirm your acceptance by [Confirmation Deadline]. To secure your place, kindly submit any required documents as listed in the attached checklist.

Congratulations on your acceptance, and we look forward to welcoming you to [Institution/Organization Name]!

Best regards,

[Your Name]
[Your Title]
[Institution/Organization Name]
[Contact Information]
[Website URL (if applicable)]