

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[GJH Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into [Program Name] at GJH for the [Term/Year]. We were impressed by your application and believe you will be a valuable addition to our community. Please review the enclosed materials for important information regarding your enrollment, orientation, and the next steps in the registration process.

Congratulations once again on your acceptance! We look forward to welcoming you to GJH.

Warm regards,

[Your Name]  
[Your Title]  
[GJH Institution/Organization Name]  
[Contact Information]