

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the [Program/Position] at [Organization/Institution Name] for the [specific term/period]. We were impressed with your [mention a specific quality or experience from their application] and believe you will be a valuable addition to our [program/team].

Your acceptance is conditional upon [any conditions if applicable, e.g., submission of documents, background check]. Please confirm your acceptance by [date] and feel free to reach out if you have any questions.

Congratulations once again! We look forward to welcoming you.

Sincerely,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]