

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [Program Name] at GVSA for the [semester/year]. We were impressed by your application and are excited to welcome you to our community.

Enclosed are the details regarding your acceptance, including information on orientation dates, enrollment procedures, and any necessary documentation. Please confirm your acceptance by [acceptance deadline] to secure your place in the program.

We look forward to supporting you as you embark on this exciting journey.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

GVSA