

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Office of Admissions]  
Gwinnett College  
[College Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted to Gwinnett College for the [specific term, e.g., Fall 2024] semester. We are excited to welcome you to our community of learners and look forward to your contributions to our campus.

Your acceptance is a testament to your hard work and dedication.

Enclosed, you will find important information regarding enrollment, orientation, and financial aid opportunities.

Please confirm your intent to enroll by [confirmation deadline date].

Should you have any questions or need further assistance, feel free to contact our admissions office at [contact info].

Congratulations once again, and we eagerly anticipate your acceptance of this offer!

Sincerely,

[Your Name]

[Your Title]

Gwinnett College