

[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 delighted to inform you that you have been accepted into the [Program Name] at HJMC for the [specific term or year]. Your application stood out among a highly competitive pool of candidates, and we are excited to welcome you to our institution.

Please find attached details regarding your enrollment, orientation, and any necessary next steps. We encourage you to review this information carefully and reach out if you have any questions.

Congratulations on your acceptance! We look forward to seeing you at HJMC and are excited about the contributions you will make to our community.

Warm regards,

[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]