

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

[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acceptance to the [Program Name] at [Institution Name]

I am pleased to inform you that you have been accepted into the [Program Name] for the academic year [Year]. Congratulations on your outstanding application!

Your acceptance is a testament to your hard work, dedication, and potential to contribute to our diverse and dynamic community. We are excited to have you join us and look forward to supporting you in your academic and professional journey.

Please find enclosed additional information regarding the next steps, including orientation details and registration procedures. It is important to respond by [Response Deadline] to confirm your acceptance. Once again, congratulations and welcome to [Institution Name]! We look forward to seeing you soon.

Best regards,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]