

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

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

Dear [Recipient Name],

Subject: Admission Notification for the [Program Name]

We are pleased to inform you that you have been admitted to the [Program Name] at [Institution Name] for the academic year [Year]. Your application stood out among a highly competitive pool of candidates, and we are excited to welcome you to our esteemed institution.

Program Details:

- Program Start Date: [Start Date]
- Orientation Date: [Orientation Date]
- Tuition Fees: [Amount]

Please confirm your acceptance of this offer by [Acceptance Deadline]. To secure your spot, kindly submit a confirmation fee of [Amount] along with the requisite documents outlined in the enclosed information packet.

If you have any questions or need further assistance, please do not hesitate to reach out to our admissions office at [Contact Information].

Congratulations once again on your admission! We look forward to seeing you on campus.

Warm regards,

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