

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

JFK University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that your application to JFK University for the [specific program/degree] has been reviewed, and we are pleased to offer you admission for the [upcoming semester/year].

Your academic achievements and passion for [field of study] impressed our admissions committee. We believe that you will be a valuable addition to our university community and contribute significantly to our academic environment.

Please find enclosed your acceptance packet, which includes important information about enrollment, registration, and orientation. We encourage you to confirm your acceptance by [confirmation deadline] to secure your place in the program.

We look forward to welcoming you to JFK University and supporting you on your educational journey.

Congratulations once again!

Warm regards,

[Your Name]  
[Your Title]

JFK University