

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your application for the [specific program or position] at [Institution/Organization Name] has been accepted. Congratulations!

You have demonstrated exceptional skills and potential, and we believe you will be an outstanding addition to our community.

Please find enclosed the details regarding the next steps, including important dates and additional information you may need to prepare for your acceptance.

Once again, congratulations on your achievement. We look forward to welcoming you to [Institution/Organization Name].

Best regards,

[Your Name]
[Your Position]
[Institution/Organization Name]