

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

Dear [Recipient Name],

I am pleased to inform you that your application to [Program/Position Name] at [Institution/Organization Name] has been accepted. We are thrilled to welcome you to our [program/community/team].

Your acceptance is contingent upon [mention any conditions if applicable, e.g., submission of final transcripts, background checks, etc.].

Please review the enclosed documentation for details regarding your enrollment/start date, orientation sessions, and any necessary next steps.

We look forward to having you join us and are excited about the contributions you will bring. If you have any questions, please feel free to reach out.

Congratulations once again!

Sincerely,

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