

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific position/program] has been accepted. We were impressed with your qualifications and believe you will be a valuable addition to our team. Please find enclosed further information regarding your acceptance and the next steps. If you have any questions, do not hesitate to reach out. Congratulations and welcome!

Sincerely,

[Your Name]  
[Your Title]  
[Company/Organization Name]