

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

Karen [Last Name]
[Address]
[City, State, Zip Code]

Dear Karen,

We are pleased to inform you that you have been accepted into
[Program/Position] at [Organization/Institution]. Your application stood
out among many, and we are excited to welcome you to our community.
[Additional details about the program, start date, orientation, etc.]
Congratulations once again on your acceptance! We look forward to seeing
you soon.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]