

[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 you have been accepted into the [specific program or position] at [Institution/Organization Name]. We were impressed by your [mention any notable achievements or qualities], and we believe you will be a valuable addition to our community.

Your acceptance is contingent upon [any conditions, if applicable].

Please confirm your intention to accept this offer by [specific deadline].

We look forward to welcoming you to [Institution/Organization Name]!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Institution/Organization Name]