

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Organization/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [program or position name] at [Organization/Institution Name] has been accepted. We were impressed with your [mention any specific qualities, achievements, or qualifications], and we believe you will be a valuable addition to our team/community.

Please find the following details regarding your acceptance:

- Start Date: [Insert date]
- Location: [Insert location]
- Additional information about orientation: [Insert details]

To confirm your acceptance, please sign and return the attached acceptance form by [deadline date].

We look forward to welcoming you to [Organization/Institution Name]. If you have any questions, feel free to reach out.

Best regards,

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