

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

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into [Program Name] at [Institution/Organization Name] for the [specific term or academic year]. Your application stood out due to your [mention any specific strengths or accomplishments].

We believe that you will be a valuable addition to our [community/program]. Please find attached the details regarding enrollment, orientation, and other important information.

Congratulations on this achievement! We look forward to welcoming you to [Institution/Organization Name]. If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]