

\*\*[University Letterhead]\*\*  
\*\*[Date]\*\*  
\*\*[Recipient's Name]\*\*  
\*\*[Recipient's Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
Subject: Admission Offer - [Program Name]  
Dear [Recipient's Name],  
We are pleased to inform you that you have been offered admission to  
[Program Name] at KTU for the [Academic Year/Term].  
\*\*Program Details:\*\*  
- \*\*Program Name:\*\* [Program Name]  
- \*\*Duration:\*\* [Years/Months]  
- \*\*Start Date:\*\* [Start Date]  
- \*\*Location:\*\* [Campus/Online]  
\*\*Next Steps:\*\*  
1. \*\*Acceptance Confirmation:\*\* Please confirm your acceptance by  
[Acceptance Deadline].  
2. \*\*Registration Process:\*\* Detailed instructions for registration will  
be provided upon acceptance.  
3. \*\*Orientation:\*\* Orientation is scheduled for [Orientation Date].  
\*\*Tuition and Fees:\*\*  
- Total Tuition: [Amount]  
- Payment Deadline: [Payment Deadline]  
We look forward to welcoming you to KTU. Should you have any questions,  
please don't hesitate to reach out to our admissions office at [Contact  
Information].  
Congratulations once again!  
Sincerely,  
\*\*[Your Name]\*\*  
\*\*[Your Title]\*\*  
\*\*[University Name]\*\*  
\*\*[Contact Information]\*\*