

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

Office of Admissions  
Killeen Texas Technical College  
[College Address]  
[City, State, Zip Code]

Dear [Your Name],

Congratulations! We are pleased to inform you that you have been accepted to Killeen Texas Technical College for the [Term/Year] academic term. Your enrollment in the [Program Name] program is an exciting step towards achieving your educational and career goals. We believe that you will thrive in our diverse and supportive environment.

Please take a moment to review the following important information:

- **\*\*Acceptance Confirmation\*\***: Kindly confirm your acceptance by [Date].
- **\*\*Orientation\*\***: New student orientation is scheduled for [Date].
- **\*\*Registration\*\***: Registration will begin on [Date].

We look forward to welcoming you to our campus. If you have any questions, please feel free to contact the admissions office.

Best regards,

[Your Name]  
[Your Title]

Killeen Texas Technical College