

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

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

Dear [Recipient Name],

We are pleased to inform you that you have been accepted to
[Program/Institution Name] for the [Term/Year]. Your application stood
out among many, and we are thrilled to welcome you to our community.
You will be part of an enriching experience that emphasizes [briefly
describe the program or institution's strengths].

Please review the attached documents for further details about your
acceptance, including information on enrollment, orientation, and
important deadlines.

Congratulations once again on your achievement! We look forward to seeing
you in [Month/Year].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Institution/Organization Name]