

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

Dear [Recipient's Name],

I am thrilled to inform you that you have been accepted into the Licensed Practical Nurse (LPN) program at [School/Institution Name] for the [specify term, e.g., Fall 2024] semester.

Your passion for nursing and dedication to pursuing a career in healthcare have impressed our admissions committee. We believe that you will be a valuable addition to our program.

Enclosed you will find important information regarding your acceptance, including details about orientation, class schedules, and enrollment requirements. Please confirm your acceptance of this offer by [due date] to ensure your place in the program.

Congratulations once again on this achievement! We look forward to supporting you on your journey to becoming a licensed practical nurse.

Sincerely,

[Your Name]
[Your Title]
[School/Institution Name]
[Contact Information]
[Website URL] (optional)