

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [specific program or position] at [Institution/Organization Name] for the [academic year, term, or start date]. Congratulations!

Your impressive qualifications and experiences, particularly in [specific area or accomplishment], stood out to our admissions committee. We commend your dedication and passion for [field of study or profession]. Please find enclosed important details regarding your acceptance, including orientation dates, enrollment procedures, and any necessary documentation. We encourage you to confirm your acceptance by [specific date].

We are delighted to welcome you to our community and look forward to your contributions. If you have any questions, please do not hesitate to reach out.

Warm regards,

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