

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific program, job position, scholarship, etc.] at [Institution/Company Name] has been accepted. We are excited to welcome you to [mention program, team, etc.], which will commence on [start date].

Please find enclosed further details regarding the next steps, including [registration process, orientation details, any required documentation, etc.]. We look forward to your contributions and hope you will find your experience with us both rewarding and enriching.

Congratulations on your acceptance!

Warm regards,

[Your Name]
[Your Title]
[Institution/Company Name]
[Contact Information]