

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

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [Program Name] at [Institution/Organization Name] for the [Term/Year]. Your application stood out among many, and we are excited to welcome you to our community of scholars.

Details regarding your enrollment, orientation, and program requirements will be sent to you shortly. Please feel free to reach out with any questions in the meantime.

Congratulations once again on your acceptance. We look forward to seeing you soon!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Institution/Organization Name]  
[Contact Information]