

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

[Email Address]

To Whom It May Concern,

We are pleased to inform you that [Student's Name] has been accepted into our [Program Name] at [Institution's Name], commencing on [Start Date]. This program is designed to provide [brief description of the program and its relevance].

[Student's Name] has demonstrated the necessary academic qualifications and skills required for this program, and we are confident that they will be a valuable addition to our academic community. The program duration is [duration of the program], and [Student's Name] is expected to complete all necessary requirements to achieve [degree/certification] by [completion date].

As a recognized education provider, we are committed to supporting [Student's Name] during their time with us in New Zealand. We have provided information regarding accommodation, health services, and other support systems to ensure a successful transition for our international students.

Please let us know if you require any further information regarding [Student's Name] and their enrollment.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]