

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[University/College Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into [University/College Name] for the [Fall/Spring] [Year] semester. Your application stood out among many, and we are excited to welcome you to our academic community.

Your hard work and dedication have led you to this achievement, and we believe you will be a valuable addition to our campus. As a student in [specific program or major], you will have access to numerous resources, opportunities, and a vibrant community that encourages growth and success.

Please find enclosed important information regarding your acceptance, including instructions on how to confirm your enrollment, scholarship opportunities, and details about next steps. We encourage you to reach out with any questions you may have.

Once again, congratulations on your acceptance! We look forward to seeing you thrive at [University/College Name].

Warm regards,

[Your Name]  
[Your Title/Position]  
[University/College Name]