

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to inform you that you have been selected to enroll in our Outreach Program for [Program Name/Year]. This program aims to [briefly describe the purpose and benefits of the program].

To complete your enrollment, please follow these steps:

1. Confirm your participation by [confirmation deadline].
2. Complete the attached enrollment form and return it to us by [return deadline].
3. Attend the orientation session scheduled for [orientation date and time].

We believe that your involvement in this program will not only benefit you but also contribute positively to our community. Should you have any questions or need further assistance, please feel free to contact us at [phone number] or [email address].

We look forward to welcoming you to the program!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Phone Number]

[Email Address]