

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

Dear [Recipient's Name],

Subject: Admission to [Name of Program] for [Term and Year]

I am pleased to inform you that you have been offered admission to the [Name of Program] at [University Name] for the [Term and Year] intake. We were impressed by your academic achievements and unique experiences, which we believe will contribute significantly to our academic community. Your acceptance into the program is contingent upon the following conditions:

1. [Condition 1]
2. [Condition 2]

Please confirm your acceptance of this offer by [Acceptance Deadline] and follow the instructions outlined in the attached document for enrollment procedures.

We are excited to welcome you to [University Name] and look forward to your contributions to both the program and the wider university community.

If you have any questions or require further information, please do not hesitate to contact me at [Contact Information].

Congratulations once again!

Sincerely,

[Your Name]
[Your Title/Position]
[University/Institution Name]
[Department Name]
[Contact Information]
[University Website]
[Attachment: Enrollment Instructions]