

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [position/program] at [Institution/Organization Name] has been accepted. We were impressed by your qualifications and believe you will be a valuable addition to our [team/community].

Please find the details regarding your [start date/enrollment] and any additional information attached to this letter. We are excited to have you with us and look forward to your contributions.

Congratulations once again on your acceptance!

Sincerely,

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