

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

Dear [Recipient's Name],

We are pleased to inform you that your application for [specific program, position, or opportunity] has been accepted.

[Optional: A sentence that briefly explains why the applicant was selected or what makes them a good fit.]

As part of this acceptance, please find the attached documents outlining the next steps, including [insert any important details or requirements].

We look forward to welcoming you to [organization or program name] and are excited about the contributions you will make.

If you have any questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]