

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [QNP Program Name] at [Institution Name] for the [academic year/term]. Your application stood out due to [mention any strengths: academic achievements, relevant experience, etc.].

Please review the attached documents for important details regarding the program, start date, and orientation schedule. We are excited to welcome you as a part of our community and look forward to supporting your journey in [specific field or interest].

Congratulations once again on your acceptance!

Sincerely,

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