

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for the QWAP program has been accepted. We were impressed by your qualifications and are excited to have you join us.

Details regarding the program, including orientation dates and further instructions, will be sent shortly.

Congratulations once again, and welcome to QWAP!

Best regards,

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