

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

[Email Address]

Dear [Student's Name],

We are pleased to inform you that you have been accepted into the [Program Name] at [Institution Name] for the [year/semester]. Your application stood out due to your [specific strengths/achievements relevant to the program].

Important details regarding your acceptance:

- Program Start Date: [Date]
- Orientation Date: [Date]
- Tuition Fees: [Amount]
- Deadline for Enrollment Confirmation: [Date]

Please review the enclosed information and confirm your acceptance by signing and returning the enclosed acceptance form by the specified deadline. Should you have any questions, feel free to reach out to our admissions office at [Phone Number] or [Email Address].

Congratulations once again, and welcome to the [Institution Name] community!

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]

[Enclosure: Acceptance Form]