

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

RJ Smith  
[Smith's Address]  
[City, State, Zip Code]

Dear RJ Smith,

I am pleased to inform you that you have been accepted into  
[Program/Position Name] at [Institution/Organization Name]. We were  
impressed by your [mention any specific qualifications, skills, or  
experiences], and we believe you will be a valuable addition to our team.  
Please review the attached information regarding [next steps, important  
dates, etc.]. We look forward to welcoming you aboard!

Congratulations!

Sincerely,  
[Your Name]  
[Your Title]  
[Institution/Organization Name]