

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

JJ Abbott

[Recipient's Address]
[City, State, ZIP Code]

Dear JJ Abbott,

I am pleased to inform you that you have been accepted for [specific program, position, or opportunity] at [Institution/Company Name]. Your [mention specific qualities, achievements, or attributes] impressed us during the selection process.

We believe that your skills and experiences will greatly contribute to our [team, organization, community]. We look forward to your participation and are excited about what you will bring to [mention the specific context].

Please find attached [any additional documents, if necessary]. For any questions or further information, feel free to reach out to me at [your phone number] or [your email].

Congratulations and welcome aboard!

Sincerely,

[Your Name]
[Your Title]
[Institution/Company Name]