

[Your Institution's Letterhead]

[Date]

JJ Morgan

[JJ's Address]

[City, State, Zip Code]

Dear JJ Morgan,

We are pleased to inform you that you have been accepted into [Program Name or Course Title] at [Institution Name] for the [Term/Year]. Your dedication and achievements have impressed our admissions committee, and we are excited to welcome you to our academic community.

Please find enclosed important information regarding enrollment, orientation, and next steps. We encourage you to review this material carefully.

Congratulations once again on your acceptance! We look forward to seeing you at [Institution Name].

Best regards,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]