

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [Program Name] at [Institution Name] for the [Term/Year]. Congratulations on this achievement!

Your commitment and hard work have distinguished you among many candidates, and we are excited to welcome you to our community. Please find enclosed important information regarding your enrollment, including details about orientation, registration, and financial aid. We look forward to seeing you on [Start Date] and wish you every success in your studies.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Institution/Organization Name]