

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

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

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted to
[Program/School/University Name] for the [specific term/year]. Your
application was impressive, and we believe you will make a valuable
contribution to our community.

We are excited for you to join us and are confident that your time at
[Program/School/University Name] will be fulfilling and enriching. Please
review the attached materials for information regarding enrollment,
orientation, and next steps.

Congratulations on your achievement! We look forward to welcoming you to
[Program/School/University Name].

Best regards,

[Your Name]
[Your Title]
[Program/School/University Name]
[Contact Information]