

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into [Program/Position Name] at [Organization/Institution Name]. After carefully reviewing your application, we were impressed by your qualifications and are excited to welcome you to our community.

[Optional: Briefly mention specific strengths of the recipient that stood out in their application.]

Please find attached further details regarding the next steps in the acceptance process, including [mention any important dates, documents to submit, or orientation details].

We look forward to your positive response and to seeing you soon!

Warm regards,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]

[Website URL]