

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

[Recipient's Name]
[University/Institution Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been admitted to [Program Name] at [University/Institution Name] for the academic year [Year].

Congratulations on this significant achievement!

Your application stood out due to [mention specific strengths, achievements, or experiences]. We believe that you will make a valuable contribution to our academic community.

The program will commence on [Start Date]. Please find attached important information regarding enrollment, orientation, and other essential details.

We look forward to welcoming you to Ujjain and are excited about the journey ahead.

Warm regards,

[Your Name]
[Your Position]
[University/Institution Name]
[Contact Information]