

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted for admission to [Program/Department Name] at [Institution Name] for the academic year [Year]. We are excited to welcome you to our esteemed institution. Your admission is contingent upon the fulfillment of the following conditions:

1. [Condition 1]
2. [Condition 2]
3. [Condition 3]

Please confirm your acceptance of this offer by [Response Deadline] by submitting the required documents and registration fee. For more details about the next steps, please visit our website at [Website URL] or contact our admissions office at [Contact Information].

We look forward to seeing you at [Institution Name]!

Sincerely,

[Your Name]
[Your Title]
[Institution Name]