

****UCLA Admission Letter Content Guidelines Template****

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Congratulations! We are pleased to inform you that you have been admitted to the University of California, Los Angeles (UCLA) for the [Fall/Spring] [Year] term.

As a member of our incoming class, you will join a diverse community of scholars committed to academic excellence and social engagement. Here are some important details regarding your admission:

1. ****Admitted Program****: [Specify Program/Major]

2. ****Enrollment Deadline****: You must confirm your intent to enroll by [Date].

3. ****Next Steps****:

- Submit your Statement of Intent to Register (SIR) by the enrollment deadline.

- Complete financial aid forms by [Date] if you wish to be considered for assistance.

- Attend the New Student Orientation on [Date].

4. ****Scholarship Information****: You may be eligible for the following scholarships: [List of Scholarships].

5. ****Contact Information****: Should you have any questions, feel free to reach out to the Admissions Office at [Email Address] or [Phone Number].

We are excited to welcome you to UCLA and look forward to supporting you on your academic journey.

Once again, congratulations on your admission!

Sincerely,

[Your Name]

[Your Title]

Office of Undergraduate Admissions

University of California, Los Angeles

****End of Template****