

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department Name]
University of California, Los Angeles (UCLA)
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Congratulations! We are pleased to inform you that you have been admitted to the [Specific Graduate Program] at UCLA for the [Term, Year] semester. This decision reflects our confidence in your abilities and potential as a graduate student and future leader in your field.

You will be joining a distinguished cohort of students and faculty committed to excellence in research and scholarship. We believe that your background in [Your Field/Expertise] will contribute significantly to our community.

Enclosed you will find important information regarding your admission, including details about enrollment procedures, funding opportunities, and orientation. Please confirm your acceptance of this offer by [Acceptance Deadline Date].

We look forward to welcoming you to UCLA and supporting you in your academic journey. Should you have any questions, please do not hesitate to reach out to [Contact Information].

Warm regards,

[Your Name]
[Your Title]
[Department Name]

University of California, Los Angeles (UCLA)