

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[University of Queensland]  
[Department/Office Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Congratulations! We are pleased to inform you that you have been accepted into the [Program Name] at the University of Queensland for the [Semester/Year].

Your academic achievements and potential stood out during our selection process, and we are excited to welcome you to our community.

Please review the enclosed information regarding enrollment, orientation, and other important details. To confirm your acceptance, please complete the necessary steps outlined in the acceptance package by [Deadline Date].

We look forward to having you at UQ and wish you all the best as you embark on this exciting journey.

Sincerely,

[Your Name]  
[Your Title]  
[Department/Office Name]  
University of Queensland