

[University Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

Your application was thoroughly reviewed, and we believe that you possess the qualities and skills needed to succeed in our program. We are excited to welcome you to our academic community.

Please find enclosed important information regarding your enrollment, orientation, and other details to help you prepare for your studies.

To secure your place, please confirm your acceptance by [Confirmation Deadline] by completing the attached acceptance form and returning it to us.

Congratulations once again on your acceptance. We look forward to seeing you on campus!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

University of Queensland

[Contact Information]

[Enclosures: Acceptance Form, Enrollment Information]