

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

[Date]  
[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Name],

I am pleased to inform you that you have been accepted for admission to [University Name] for the [Fall/Spring] semester of [Year]. We were impressed by your academic achievements and personal qualities as demonstrated in your application.

As a student at [University Name], you will have the opportunity to [briefly mention unique opportunities or programs relevant to the applicant's interests]. We believe you will be a valuable addition to our community.

Please find enclosed important information regarding your enrollment, including next steps and important deadlines. We encourage you to reach out if you have any questions or require assistance during this process. Congratulations once again on your acceptance! We look forward to welcoming you to [University Name].

Sincerely,

[Your Name]  
[Your Title]  
[University Name]  
[Contact Information]