

[Your University's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations! We are pleased to inform you that you have been accepted for admission to [Program Name] at [University Name] for the [Term/Year]. Your application impressed our admissions committee, and we believe you will be a valuable addition to our academic community.

To secure your place, please follow the instructions outlined below:

1. Confirm your acceptance by [Date].
2. Submit your enrollment deposit of [Amount] by [Date].
3. Complete the necessary forms and submit any outstanding documents.

We look forward to welcoming you to [University Name] and supporting you on your academic journey.

Best regards,

[Your Name]

[Your Title]

[University Name]

[Contact Information]

[Website URL]