

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

[University Name]
[Admissions Office]
[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
[Program Name] at [University Name] for the [Term/Year].
Your application stood out due to [specific strengths or
accomplishments]. We believe you will contribute significantly to our
academic community.

Please find attached the details regarding your enrollment, including
important dates, orientation information, and housing options.
To confirm your acceptance, please complete the following steps by
[acceptance deadline]:

1. [Step 1]
2. [Step 2]
3. [Step 3]

We are excited to welcome you to [University Name] and look forward to
seeing you on campus. Should you have any questions, please do not
hesitate to reach out.

Congratulations once again on your acceptance!

Sincerely,

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