

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [position/program name] has been accepted. We were impressed with your qualifications and believe that you will be a great fit for our team.

Please find the details of your acceptance below:

- Position/Program: [Name]
- Start Date: [Date]
- Location: [Address or Remote]
- Further Documentation Required: [List any documents needed]

To confirm your acceptance, please sign and return the attached acceptance letter by [deadline date]. We are excited to have you join us and look forward to your contributions.

If you have any questions, feel free to reach out.

Best regards,

[Your Name]
[Your Title]
[Company/Organization Name]
[Contact Information]
[Attachment: Acceptance Letter]