

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[WJC Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been admitted to [Program Name] at WJC for the [Term/Year]. Your application stood out among a competitive pool of candidates, and we believe you will be a valuable addition to our academic community.

Please review the enclosed admission packet for details regarding your enrollment, important dates, and orientation information. We encourage you to accept your offer by [Acceptance Deadline].

Congratulations once again on your admission! We look forward to welcoming you to WJC.

Sincerely,

[Your Name]
[Your Title]
[WJC Institution Name]
[Contact Information]