

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

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific position, program, scholarship, etc.] has been accepted.

[Optional: Brief statement about the selection process or reasons for acceptance.]

You are invited to [describe next steps, e.g., report for duty, start date, orientation details, etc.]. Please ensure that you complete any necessary documentation by [specific date].

Congratulations on your acceptance! If you have any questions or need further assistance, feel free to contact me at [your phone number] or [your email address].

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company/Organization Name]