

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

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific program, position, or opportunity] at [Organization Name] has been accepted. We were impressed by your qualifications and accomplishments, and we believe you will be a valuable addition to our team.

You will find the details of your acceptance outlined below:

- ****Program/Position****: [Title of program or position]
- ****Start Date****: [Starting date]
- ****Duration****: [Duration of program or position]
- ****Next Steps****: [Any additional information or requirements]

Please confirm your acceptance by [date] and let us know if you require any further information or assistance. We look forward to welcoming you to [Organization Name].

Congratulations once again!

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]