

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Office of Admissions]  
Washington University in St. Louis  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Congratulations! On behalf of the admissions committee, I am thrilled to inform you that you have been accepted to Washington University in St. Louis for the [Fall/Spring] [Year] term.

Your academic achievements and your commitment to [specific extracurricular activities or personal attributes] truly stood out to us. We are confident that you will make a positive impact in our community. Please find enclosed information regarding your next steps, including details about financial aid, housing, and registration. We invite you to visit our campus and experience all that Washington University has to offer.

Welcome to the Washington University family! We look forward to seeing you on campus.

Warm regards,

[Your Name]  
[Your Title]  
Office of Admissions  
Washington University in St. Louis