

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

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

Dear [Recipient Name],

I am thrilled to inform you that you have been accepted into the [specific program or position] at [Organization/Institution Name]. Your application stood out among a highly competitive pool of candidates, and we believe you will be an excellent addition to our community.

Your acceptance is effective as of [effective date], and we invite you to confirm your participation by [confirmation deadline]. Please review the attached documents for details regarding orientation, funding, and next steps.

Congratulations once again! We look forward to welcoming you to [Organization/Institution Name].

Warm regards,

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