

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

[Date]
[Recipient's Name]
[Title]

XJTLU University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Offer for [Program Name]

I am pleased to inform you that you have been officially offered admission to the [Program Name] at Xi'an Jiaotong-Liverpool University (XJTLU) for the [academic year/term].

Your application demonstrated exemplary qualifications, and we are excited to welcome you into our academic community.

Please find attached the formal admission letter, which includes important information regarding your enrollment process, orientation, and registration details.

We encourage you to confirm your acceptance by [acceptance deadline] to secure your spot in the program.

Should you have any questions or require further assistance, please do not hesitate to contact our admissions office.

Congratulations once again on your achievement!

Best regards,

[Your Full Name]
[Your Position]

XJTLU University
[Contact Information]