

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

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

Dear [Recipient Name],

I am pleased to inform you that your application for [specific program, position, or opportunity] at [Organization/Institution Name] has been accepted.

We are excited to welcome you to [provide details about the program or position, e.g., start date, expectations, etc.]. Please find attached [any additional documents or information].

Should you have any questions or require further clarification, feel free to reach out to me at [your phone number or email].

Congratulations once again, and we look forward to having you on board!

Best regards,

[Your Name]
[Your Title]
[Organization/Institution Name]