

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

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

Dear [Recipient's Name],

I am pleased to inform you that your application to [Program/Position] at [Organization's Name] has been accepted. We are excited to welcome you and believe that you will make valuable contributions to our [team/community].

Please find enclosed additional information regarding [next steps, orientation, etc.]. We kindly ask that you confirm your acceptance by [date] to ensure your place.

Congratulations once again, and we look forward to having you with us!

Sincerely,

[Your Name]
[Your Job Title]
[Organization's Name]
[Contact Information]