

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/University Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [specific program or position, e.g., "Bachelor of Arts in History"] at [Organization/University Name]. We are impressed with your background and believe that you will be a valuable addition to our community.

Please find the details of your acceptance below:

- **\*\*Program\*\***: [Program Name]
- **\*\*Start Date\*\***: [Start Date]
- **\*\*Tuition Fee\*\***: [Tuition Fee, if applicable]
- **\*\*Additional Information\*\***: [Any additional steps, deadlines, or requirements]

To confirm your acceptance, please return the enclosed acceptance form by [Deadline Date]. If you have any questions, do not hesitate to reach out to us at [Contact Information].

Congratulations again on this achievement! We look forward to welcoming you to [Organization/University Name].

Sincerely,

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