

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into [Program Name] at [Institution Name] for the [Term/Year]. Congratulations on this achievement!

Your dedication and hard work have earned you a place in our esteemed program, and we are excited to welcome you to the [Institution Name] community.

Please find enclosed your acceptance packet, which includes important information about the next steps, orientation, and registration.

We encourage you to visit our website for additional resources and information. Should you have any questions, feel free to reach out to us at [Contact Information].

We look forward to seeing you at [Institution Name]!

Warm regards,

[Your Name]
[Your Title]
[Institution Name]
[Contact Information]
[Website URL]