

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

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the
[Program/Position Name] at [Institution/Organization Name] for the
[Term/Year]. We were impressed by your application and believe that you
will be a valuable addition to our community.

Please find attached the details regarding your enrollment, including
important deadlines and additional information about the program. We
kindly ask you to confirm your acceptance by [Response Deadline].

If you have any questions, feel free to reach out to us at [Contact
Information].

Congratulations once again! We look forward to welcoming you to
[Institution/Organization Name].

Best regards,

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