

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that we have reviewed your application for [XQD Program/Position] and would like to officially offer you acceptance into the program. Your impressive qualifications and experience stood out among the candidates, and we believe you will make a valuable contribution.

Please find enclosed the details regarding the program/start date, orientation information, and any necessary documents you need to complete. We kindly ask you to confirm your acceptance by [specific date].

Congratulations again, and we look forward to welcoming you to [Company/Organization Name].

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]