

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

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

Dear [Recipient Name],

We are pleased to inform you that you have been accepted into the
[Program/Position Name] at [Institution/Company Name] for the
[Term/Year]. Your application was reviewed, and we are impressed with
your qualifications and potential.

Your acceptance is contingent upon [any conditions, if applicable], and
you must complete [any required actions, such as enrollment forms or
background checks] by [deadline].

We are excited to welcome you to our community and look forward to your
contributions. Please do not hesitate to reach out if you have any
questions.

Sincerely,

[Your Name]
[Your Title]
[Institution/Company Name]
[Contact Information]