

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

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

Dear [Recipient Name],

I am pleased to inform you that your application for the [XTERM Program/Position] has been accepted. We are excited to welcome you to [Institution/Organization Name] for the [specific term or dates if applicable].

Your skills and experiences will be valuable assets to our program, and we look forward to your contributions. Please review the attached documents for important information regarding your participation and next steps.

If you have any questions or need further assistance, feel free to reach out.

Congratulations once again, and welcome aboard!

Sincerely,

[Your Name]
[Your Position]
[Institution/Organization Name]
[Contact Information]