

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

[Recipient Name]
[University Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

Your dedication and hard work have been recognized, and we are excited to welcome you to our academic community.

Please find enclosed important information regarding enrollment, orientation, and next steps.

We look forward to seeing you on campus!

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]

[University Name]

[Department/Office Name]

[Contact Information]