

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the [Program Name] at [Institution Name] for the [Fall/Spring] [Year] term. Congratulations on your achievement!

Your dedication and commitment have earned you a place in our esteemed program, and we are excited to welcome you to our academic community. Please review the enclosed materials for information on enrollment procedures, orientation dates, and additional details to prepare for your journey with us.

To confirm your acceptance, please respond by [Acceptance Deadline Date]. We look forward to seeing you at [Institution Name] and wish you the best as you embark on this new chapter.

Warm regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]