

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [Program/Course Name] at [Organization/Institution Name] for the [Term/Year]. Your application stood out for its [specific qualities, achievements, or experiences], and we believe that you will be a valuable addition to our community.

Please find attached further details regarding enrollment procedures, important dates, and orientation information. We encourage you to confirm your acceptance by [Deadline Date] to secure your place.

Congratulations once again on your acceptance! We look forward to welcoming you to [Organization/Institution Name].

Sincerely,

[Your Name]
[Your Title]
[Organization/Institution Name]