

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific position or program, e.g., "the XVX program"] has been accepted. We were impressed by your qualifications and believe that you will be a valuable addition to our team.

Please find attached the necessary documentation and details regarding the next steps. We look forward to your contributions and are excited to have you on board.

Congratulations once again!

Sincerely,

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