

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

[Receiving Party's Name]
[Receiving Party's Address]
[City, State, Zip Code]

Dear [Receiving Party's Name],

I am pleased to inform you that your application for [specific program, position, or opportunity] at [Organization/Institution Name] has been accepted. We were impressed by your qualifications and believe you will be a valuable addition to our [team/program/community].

Start Date: [Start Date]

Location: [Location/Format]

Details: [Any relevant details regarding next steps, orientation, or requirements]

Please confirm your acceptance by [Deadline Date]. We look forward to welcoming you to [Organization/Institution Name]!

Sincerely,

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