

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Decision for [Program Name]

We are pleased to inform you that your application for admission to [Program Name] at [School Name] has been carefully reviewed by our Admissions Committee.

[Insert specific details about the decision, any next steps, and important dates.]

Congratulations on your acceptance! We are excited to welcome you to our community.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]