

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

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the  
[Program/Department Name] at [Organization/School Name] for the  
[Term/Year]. Congratulations on this significant achievement!  
Your application stood out among many, and we believe that your skills  
and experiences will greatly contribute to our community.  
Please find enclosed additional information regarding the next steps for  
your enrollment. We hope to see you on campus starting [Start Date].  
Once again, congratulations on your acceptance! We look forward to  
welcoming you to [Organization/School Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Organization/School Name]