

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

[Date]
[Recipient Name]
[Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted to [Program Name] at [Institution Name] for the [Term/Year]. We were impressed by your application and believe that you will be a valuable addition to our academic community.

Your [specific achievements, skills, or experiences] stood out, and we are excited about the potential you bring to our program.

Please find enclosed details regarding enrollment, orientation, and next steps. We encourage you to confirm your acceptance by [response deadline].

Congratulations once again! We look forward to welcoming you to [Institution Name].

Best regards,

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