

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

[Recipient's Name]
[Admission Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted to [Program Name] at [University Name] for the [Term/Year] academic year.

Congratulations on your outstanding achievements and welcome to the [University Name] community!

Your journey of learning and growth will begin on [Start Date], and we are thrilled to have you join us. Please review the enclosed materials for important information about enrollment, orientation, and housing options.

To secure your place in our program, please confirm your acceptance by [Confirmation Deadline]. You can do this by [Instructions for accepting offer].

Once again, congratulations on your acceptance. We look forward to having you as a part of our [University Name] family!

Warm regards,

[Your Name]
[Your Title]
[University Name]
[Contact Information]