

[Your Organization's Letterhead]

[Date]

Zdenek [Last Name]

[Address]

[City, State, Zip Code]

Dear Zdenek,

We are pleased to inform you that you have been accepted into [Program/Position Name] at [Organization/Institution Name] for the [specific term/year]. We were impressed by your application and believe you will be a valuable addition to our community.

Please find enclosed further details regarding your acceptance and next steps. We look forward to welcoming you and are excited about the contributions you will make.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]

[Website URL]