

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

[Recipient Name]
[Recipient Title]
[YXL Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the
[Program/Position Name] at YXL. This decision is a reflection of your
exceptional qualifications and potential contributions to our community.
We are excited to welcome you to the program, which will commence on
[Start Date]. Please find attached the details regarding the next steps,
including orientation information and any required documentation.
Congratulations on your acceptance! We look forward to your positive
response and to seeing you soon at YXL.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[YXL Organization Name]