

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

Dear [Recipient's Name],

I am pleased to inform you that your application for [specific program/job position] at [Company/Organization Name] has been accepted. Your skills and experiences stood out, and we are excited to welcome you to our team.

Details of your acceptance are as follows:

- Start Date: [Start Date]
- Position/Program: [Position/Program Name]
- Location: [Work Location]

Please confirm your acceptance by [confirmation deadline]. We look forward to having you on board.

Best regards,

[Your Name]  
[Your Title]  
[Company/Organization Name]  
[Contact Information]