

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into  
[Program/Position] at [Institution/Organization Name] for the  
[term/year]. Your application stood out among many talented candidates,  
and we believe you will be a valuable addition to our community.  
Please find attached further details regarding your acceptance, including  
important next steps, orientation information, and deadlines for  
submission of required documents.

We congratulate you on this achievement and look forward to welcoming you  
to [Institution/Organization Name].

Best regards,

[Your Name]  
[Your Title]  
[Institution/Organization Name]