

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into the [Program Name] at [Institution's Name] for the [Term/Year]. We were impressed by your [mention specific qualifications or achievements] and believe you will be a valuable addition to our academic community.

Please find attached the details regarding your enrollment, including [list any important documents or information].

We look forward to welcoming you to [Institution's Name] and wish you success in your studies.

Sincerely,

[Your Name]
[Your Title/Position]
[Institution's Name]