

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Zhang [Last Name]  
[Zhang's Address]  
[City, State, Zip Code]

Dear Zhang,

We are pleased to inform you that you have been accepted into  
[Program/Position] at [Institution/Organization]! After careful  
consideration of your application, we were impressed with your [mention  
any specific strengths or achievements].

Your involvement will begin on [start date]. Please review the enclosed  
documents for details regarding next steps and pertinent information.  
Congratulations once again! We look forward to having you as part of our  
team.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Signature (if sending a hard copy)]