

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

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted into
[Program/Field of Study] at [Institution Name] in Zhengzhou for the
[academic year/term].

Congratulations on your impressive application and qualifications! We
believe you will make a valuable addition to our academic community.
Please find enclosed details regarding enrollment, orientation, and any
necessary documents needed to complete your admission.

We look forward to welcoming you to Zhengzhou and hope you will enjoy
your time at [Institution Name].

Sincerely,

[Your Name]
[Your Title]
[Institution Name]