

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

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

Dear Zhao,

Subject: Acceptance Letter

1. **\*\*Opening Paragraph\*\***

- Express enthusiasm about Zhao's acceptance
- Mention the program/position Zhao is accepted into

2. **\*\*Details of Acceptance\*\***

- Highlight specific details (e.g., start date, important deadlines)
- Provide any necessary conditions or requirements

3. **\*\*Next Steps\*\***

- Outline what Zhao should do to confirm acceptance
- Mention any orientation or introductory meetings

4. **\*\*Closing Remarks\*\***

- Reiterate excitement and support
- Offer to answer any questions

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]