

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

Dear Zhou,

We are pleased to inform you that you have been accepted into  
[Program/Position Name] at [Your Institution/Organization] for the  
[Term/Year]. Your application stood out among a competitive pool of  
candidates, and we are excited about the potential you bring.  
Please find attached further information regarding your acceptance,  
including next steps and important dates. We encourage you to confirm  
your acceptance by [Deadline Date].  
Congratulations once again, and we look forward to welcoming you to our  
community!

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