

[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 your application for [Program/Position Name] at [Institution/Organization Name] has been accepted. We are excited to welcome you to our [academic community/team] and are confident that you will make a valuable contribution.

Details of your acceptance are as follows:

- Program/Position: [Name of Program/Position]
- Start Date: [Start Date]
- Duration: [Duration of Program/Position]
- Additional Information: [Any additional relevant information, e.g., orientation dates, required documents]

Please confirm your acceptance by [Confirmation Deadline] by signing and returning the enclosed acceptance form. Should you have any questions or need further information, feel free to reach out via email or phone.

We look forward to having you with us!

Sincerely,

[Your Name]  
[Your Title]  
[Institution/Organization Name]  
[Email Address]  
[Phone Number]  
[Enclosure: Acceptance Form]