

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

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your application for the Z-PASS program has been accepted. After careful review, we are excited to welcome you to our community.

Your acceptance into the Z-PASS program will provide you with [briefly mention any benefits, opportunities, or expectations related to the program]. We believe you will find this experience both challenging and rewarding.

Please find enclosed additional information regarding the program schedule, orientation details, and necessary next steps to complete your enrollment.

Congratulations once again on your acceptance. We look forward to seeing you soon!

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/Institution Name]
[Contact Information]
[Enclosures: additional information/documents]