

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

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

Dear [Recipient Name],

I am pleased to inform you that your application for [position/program name] at [organization name] has been accepted. After careful consideration, we believe that your skills and experiences align perfectly with our goals and values.

The details of your acceptance are as follows:

- ****Start Date:**** [Start Date]
- ****Position/Program Details:**** [Brief Description]
- ****Next Steps:**** [Instructions for joining or additional information]

We are excited to have you as part of our team/community and look forward to your contributions. Please feel free to reach out if you have any questions.

Congratulations once again!

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Organization Name]