

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

Dear [Recipient Name],

I am pleased to inform you that you have been accepted into the [specific program or opportunity] at [ZXX Organization/Institution Name].

Your application stood out among many, and we are excited to welcome you to our [community/institution/program].

Please review the enclosed materials for important information regarding your acceptance, including dates, orientation details, and next steps. Congratulations once again on your acceptance! We look forward to seeing you soon.

Sincerely,

[Your Name]  
[Your Title]  
[ZXX Organization/Institution Name]